FORMAT GUIDELINES FOR TERM PAPERS* Campbell University Divinity School

[These guidelines are a simplified adaptation of the format suggested in Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th ed., rev. Wayne Booth, Gregory G. Colomb, Joseph M. Martin, et al. (Chicago: University of Chicago Press, 2007). They are general in nature and address only the categories of written material most commonly referenced in papers. Students needing guidance for the proper form of citation for more unusual types of source material should consult Turabian. Less formal formats may be appropriate for book reviews, case studies, reflection papers, and reading reports; consult the professor for guidelines. A helpful guide for matters of writing style is William Strunk, Jr., and E. B. White, *The Elements of Style*, 3d ed. (New York: Macmillan Publishing Co., 1979).]

Page Layout, Spacing, Fonts: Left, right, top, and bottom margins should be set for one inch. The right margin should be left unjustified (i.e., a ragged right margin), and no more than two consecutive hyphens should appear at the right margin. The title of the paper (or chapter within a longer paper) should appear in centered, upper-case, double-spaced characters two inches from the top of the initial page of the paper (or chapter), followed by two blank lines. All subsequent pages begin one inch from the top of the page. Body text, unless the professor specifies otherwise, should be double-spaced. Initial lines of paragraphs should be indented half an inch. Font size should be set for 12-point throughout the paper; notes may be set in 12- or 10-point type. Sans-serif fonts (such as Arial) should not be used in formal papers; serifed fonts such as Times Roman are more appropriate for this purpose.

Title Page: The title page should include the following information, centered in upper-case characters and spaced as indicated: institution and location, double-spaced, one inch from top of page; title of paper, double-spaced, two inches below last line of institutional information; name of professor and course number/title, double-spaced, beginning two inches below last line of title; student's name, one inch below last line of professor and course information; date due, one inch below student's name; date submitted, two lines below date due. **See appended sample title page.**

Page Numbers: Page numbers should be centered one inch from the bottom of the initial page of the paper (or of each new chapter) and right justified one inch from the top of all subsequent pages. A blank line should appear between the page number and text. The number should appear as an Arabic numeral in the same font and font size employed for the text of the paper; no additional text such as "Page" or "Page #" should be used.

Quotations: Short quotations should appear within double quotation marks in the body text. Quotations of two or more sentences that exceed eight lines of text should appear as single-spaced block quotation, each line of which should be indented four spaces. A blank line should precede and follow each block quotation. No quotation marks should enclose block quotations; they should, however, be employed *within* block quotations whenever quoted material appears within the quotation.

Notes: Notes to source material may appear as footnotes, endnotes, or parenthetical references as specified by the professor. For *footnotes*, a two-inch separator line divides the notes from the

^{*} Guidelines compiled by Dr. Steven R. Harmon; revised 8/31/1999. Revised by Dr. Derek K. Hogan 6/26/09. Students who need additional guidance or information may consult with Dr. Hogan.

body text on each page. The separator line should be preceded and followed by a blank line. Each footnote should begin with a superscripted Arabic number; the first line of each footnote should be indented a half inch. Footnotes should be single-spaced, and a blank line should appear between each footnote. For *endnotes*, the same format is followed, only the notes appear at the end of the paper. *Parenthetical references* appear within parentheses in the body of the text of the paper and provide only the following information: last name of author, year of publication (no comma after author, comma after year), page number(s). Example: (Barth 1948, 377-78).

[Theological and religious studies are disciplines of the humanities, and the humanities have traditionally employed footnotes rather than endnotes or parenthetical references as the preferred method of citation. Of the three citation methods, footnotes better facilitate consultation of source material for the reader, cross-references to other parts of the paper, and inclusion of qualifying statements or other relevant textual content which might interrupt the flow of thought if included within the body text. Nevertheless, the professor may specify whichever citation format is most appropriate for a given assignment--follow directions!

Citation Examples

Below are examples of the proper forms of citation for monographs, journal articles, articles in encyclopedias and dictionaries, and commentaries within series of commentaries. The examples are given in footnote/endnote format; parenthetical references will employ only the information specified above. Titles of books and periodicals may be either italicized or underscored.

Footnotes

Book by a single author:

⁴Ritamary Bradley, *Praying with Julian of Norwich: Selections from "A Revelation of Love" with Commentary* (Mystic, CT: Twenty-Third Publications, 1994), 25-27.

Chapter in an edited book:

⁵Loveday Alexander, "Ancient Book Production and the Circulation of the Gospels," in *The Gospels for All Christians: Rethinking Gospel Audiences*, ed. Richard Bauckham (Grand Rapids: Eerdmans, 1998), 73.

Article in a journal:

⁶Margaret M. Mitchell, "'Diotrephes Does Not Receive Us': The Lexicographical and Social Context of 3 John 9-10," *Journal of Biblical Literature* 117, no. 2 (Summer 1998): 301.

Signed article in an encyclopedia or dictionary:

⁷Edward J. Kilmartin, "Liturgy," in *Encyclopedia of Early Christianity*, ed. Everett Ferguson, Michael P. McHugh, and Frederick W. Norris (New York: Garland Publishing, 1990), 542.

Commentary in a series:

⁸Andrew T. Lincoln, *Ephesians*, Word Biblical Commentary, ed. David A. Hubbard and Glenn W. Barker, vol. 42 (Dallas: Word Books, 1990), 116-21.

Commentary in a series with multiple authors writing individually on multiple biblical books in one bound volume, e.g., New Interpreter's Bible and Broadman Bible Commentary:

⁹Carol A. Newsom, "The Book of Job," in *The New Interpreter's Bible*, vol. 4, ed. Leander E. Keck (Nashville: Abingdon, 1996), 361.

Book Review in a Journal:

¹⁰Barry A. Jones, review of *The Book of Micah: Introduction and Commentary*, by William McKane, *Catholic Biblical Quarterly* 61 (1999): 756-57.

Website:

¹¹Matthew Thomas Farrell, "Didymus: History and Conspiracy," Gospel of Thomas Homepage, http://www.misericordia.edu/users/davies/thomas/farrell.htm (accessed October 29, 2008).

Bibliographies

Regardless of the format of citation chosen, papers should conclude with a bibliography listing full facts of publication for all sources cited in the paper. The bibliography should begin on a separate page, but its pages should be numbered consecutively with the body of the paper (as with the body of the paper, Arabic page numbers appear centered at the bottom of the initial page and at the top of all subsequent pages). A heading such as "SELECTED BIBLIOGRAPHY" should be centered two inches from the top of the initial page of the bibliography, followed by two blank lines. Bibliographical entries are listed alphabetically according to last names of authors. In the event that more than one work by the same author is included, the works should be listed in order of date of publication. After the initial bibliographical entry for an author, subsequent entries substitute an eight-space underscore followed by a period for the name of the author. The first line of each entry is flush-left, but subsequent lines are indented a half inch. All entries are single-spaced; a blank line should appear between each entry. In some cases it may be helpful to subdivide the bibliography into "Primary Texts" and "Secondary Literature."

The format for bibliographical entries differs slightly from that specified for footnotes and endnotes, as illustrated by the following examples (carefully compare with the footnote/endnote examples above):

Book by a single author:

Bradley, Ritamary. *Praying with Julian of Norwich: Selections from "A Revelation of Love" with Commentary*. Mystic, CT.: Twenty-Third Publications, 1994.

Chapter in an edited book:

Alexander, Loveday. "Ancient Book Production and the Circulation of the Gospels." In *The Gospels for All Christians: Rethinking Gospel Audiences*, ed. Richard Bauckham, 71-112. Grand Rapids: Eerdmans, 1998.

Article in a journal:

Mitchell, Margaret M. "'Diotrephes Does Not Receive Us': The Lexicographical and Social Context of 3 John 9-10." *Journal of Biblical Literature* 117, no. 2 (Summer 1998): 299-320.

Signed article in an encyclopedia or dictionary:

Kilmartin, Edward J. "Liturgy." In *Encyclopedia of Early Christianity*, ed. Everett Ferguson, Michael P. McHugh, and Frederick W. Norris, 540-44. New York: Garland Publishing, 1990.

Commentary in a series:

Lincoln, Andrew T. *Ephesians*. Word Biblical Commentary, ed. David A. Hubbard and Glenn W. Barker, vol. 42. Dallas: Word Books, 1990.

Commentary in a series with multiple authors writing individually on multiple biblical books in one bound volume, e.g., New Interpreter's Bible and Broadman Bible Commentary:

Newsom, Carol A. "The Book of Job." In *The New Interpreter's Bible*, vol. 4, ed. Leander E. Keck, 317-637. Nashville: Abingdon, 1996.

Book Review in a Journal:

Jones, Barry A. Review of *The Book of Micah: Introduction and Commentary*, by William McKane. *Catholic Biblical Quarterly* 61 (1999): 756-57.

Website:

Farrell, Matthew Thomas. "Didymus: History and Conspiracy." Gospel of Thomas Homepage. http://www.misericordia.edu/users/davies/thomas/farrell.htm (accessed October 29, 2008).

Computer Graphics: Graphical images should be included in the paper only when necessary as direct support for the content of the paper. When necessary, these may be more appropriately included in appendices rather than the body of the paper. They should *not* be used for decorative purposes anywhere in the paper, including the title page.

Inclusive Language: In conformity to standard contemporary English usage and in keeping with the spirit of the Christian gospel, students are expected to employ gender-inclusive language in generic or third-person references to people, unless the context requires gender-specific language. For example, human beings should be referred to collectively as "humanity" rather than "man." In the case of third-person pronouns which are not intended to specify gender, language may be made inclusive through one of the following methods:

- 1. Pronouns of both genders may be employed in tandem. Example: "If anyone wants to be a disciple of Jesus, he/she must take up his/her cross." Or: "If anyone wants to be a disciple of Jesus, he or she must take up his or her cross."
- 2. Plural pronouns may be substituted for singular pronouns in many cases. Example: "If any want to become disciples of Jesus, they must take up their crosses." *Beware of mixing plural and singular pronouns in the same sentence!* Improper: "If anyone wants to become a disciple of Jesus, they must take up their cross."
- 3. The gender of pronouns may be alternated in successive sentences. Example: "If anyone wants to be a disciple of Jesus, she must take up her cross. Until he is willing to lose his life for the sake of the salvation of others, he cannot truly follow Jesus."

The use of gender-inclusive language with reference to God is at the discretion of the individual student.

CAMPBELL UNIVERSITY DIVINITY SCHOOL BUIES CREEK, NORTH CAROLINA

THE RELATIONAL GOD: A STUDY OF THE SOCIAL TRINITARIANISM $\mbox{OF J\"{U}RGEN MOLTMANN}$

SUBMITTED TO DR
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS OF
DIV

BY JANE SMITH

DATE DUE: MAY 1, 2008

DATE SUBMITTED: MAY 5, 2008