

Guide to Paper Formats (revised 2020 by Hans Boersma)

The writing and citation style manual I would like you to use is Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th ed. (2018). Turabian is a condensed version of the Chicago Manual of Style, 17th ed. (2017). The following information is drawn from Turabian.

A. General Comments

Thesis statement

In the paper you are expected to construct an argument (a thesis, a position to 'defend') which will lead towards the paper's conclusion.

A thesis statement summarizes the overarching argument of the paper in one succinct, propositional sentence (i.e., a sentence with a subject and a verb) in the introductory paragraph at the beginning of the paper. A thesis statement helps focus the paper on the most important issues. There is nothing wrong with being as straightforward as: "The thesis of this paper is"

NOTE: A thesis statement is not the same as a topic, a research question or a hypothesis.

Structure

Structure the paper by making an outline before you start to write.

An outline will help:

- Identify and chart how the argument (thesis) of the paper should proceed through to its conclusions;
- Ensure that each section and subsection of the paper does, in fact, support the thesis statement.

The paper will include factual information based on your research, but it needs to do more than just list or report this information. The information needs to be 'tied together' in the form of an argument (position you take) on the topic.

The thesis statement tells the reader what your position (argument) will be; the body of the paper is based on the outline and shows a logical progression of ideas (supported by your research) to the paper's final conclusion.

Plagiarism

- If you include anything in your paper that is not in your own words, use quotation marks and note the page number(s) in the original text from which you are citing. Failing to acknowledge the work of others in this way is to display a serious lack of respect for them, and it is an academic offence known as “plagiarism.”
- **NOTE:** Please ensure that you have read and understood the **Nashotah House Honor Code:** Nashotah House upholds the highest standards of academic honor and integrity as part of our commitment to Christ. Students are required to familiarize themselves especially with the discussion of the Honor Code in the Catalog. Where plagiarism occurs, I will assign a minimum penalty of giving 0% for the assignment; I may assign an overall F for the course; and the outcome may be suspension or dismissal from the House. The Provost will be notified of any instance of plagiarism.

B. Style

Pagination of the paper must begin with page 1, starting with the body of the paper, **not** the title page. However, do **not** type in a number “1” for the first page of the body of the paper. The first number appearing in the body of your paper is “2” on page 2. Page numbers must be indicated in the header, top right-hand corner.

The **title page** should contain the following information:

- Title of the paper;
- Your name and student number;
- Name of the instructor (correctly spelled!);
- Course number and title;
- Semester and year;
- Word count, *including* all footnoted material but *excluding* title page and bibliography.

See sample title page at the end of this document (Appendix)

Formatting: Papers are to be double-spaced with one-inch margins on all sides, using 12-point Times New Roman font and should be left-justified only.

Headings: Papers under 20 pages should **not** be divided with headings and subheading; use transitions within the paper itself.

Do **not** include a **table of contents**.

C. Footnotes

Use footnotes rather than endnotes or parenthetical citations. Footnotes are used for the following purposes:

- To indicate the exact source of quotations;
- To acknowledge dependence on or indebtedness to others for opinions or ideas;
- To acknowledge the authority (source) for a fact that the reader might be inclined to doubt;
- To provide information that, if included in the essay, would interrupt the flow of the argument.

A footnote appears only at the end of a clause or sentence. The numbers should be superscripted in the body of your essay and should be numbered consecutively throughout your paper. Footnotes should be single spaced. The first line of each entry is indented. Keep footnotes in the same font as your essay, at a font size between 10 and 12.

Note: The following Turabian formats must be followed exactly (including the order, commas, capitalization, italics, abbreviations).

- If the source is found in electronic format and is also available in a print format (i.e., with all page numbers), then the citation format can be for a “print” source.
- If an electronic version of the item is available and **only if** the electronic version does not include all the information expected in a normal citation (e.g., page numbers), then the electronic source should be named (e.g., ATLA Religion Database).
- Below, the footnote format is indicated by **F** (for footnote), and bibliography format is indicated by **B**. Note: For footnotes, after the first citation, use the short form thereafter. (See Turabian 16.4 or scroll to the bottom of this section for short form citations.)

Book with translator

F: Jürgen Moltmann, *The Crucified God: The Cross of Christ as the Foundation and Criticism of Christian Theology*, trans. R. A. Wilson and John Bowden (London: SCM, 1974), 15.

B: Moltmann, Jürgen. *The Crucified God: The Cross of Christ as the Foundation and Criticism of Christian Theology*. Translated by R. A. Wilson and John Bowden. London: SCM, 1974.

Book with multiple authors

F: Milton J. Coalter, John M. Mulder, and Louis B. Weeks, *Vital Signs: The Promise of Mainstream Protestantism* (Grand Rapids, MI: Eerdmans, 1996), 49.

B: Coalter, Milton J., John M. Mulder, and Louis B. Weeks. *Vital Signs: The Promise of Mainstream Protestantism*. Grand Rapids, MI: Eerdmans, 1996.

Book with an editor

F: Donald K. McKim, ed., *How Karl Barth Changed My Mind* (Grand Rapids, MI: Eerdmans, 1986), ix.

B: McKim, Donald M., ed. *How Karl Barth Changed My Mind*. Grand Rapids, MI: Eerdmans, 1986.

Book in a multi-volume series

F: Hans Urs von Balthasar, *Explorations in Theology*, vol. 1 of *The Word Made Flesh*, trans. A. V. Littledale with Alexander Dru (San Francisco, CA: Ignatius, 1989), 127-89.

B: Von Balthasar, Hans Urs. *Explorations in Theology*. Vol. 1 of *The Word Made Flesh*. Translated by A. V. Littledale with Alexander Dru. San Francisco, CA: Ignatius, 1989.

Classic Works

F: Augustine, *Confessions* I.4.

B: Augustine, *Confessions*. Translated by Sarah Ruden. New York: Modern Library, 2017.

Articles in Journals, Magazines, or Periodicals (print)

F: Gabriel Moran, "What is Revelation?" *Theological Studies* 25 (1964): 217-31.

B: Moran, Gabriel. "What is Revelation?" *Theological Studies* 25 (1964): 217-31.

Articles in Journals, Magazines, or Periodicals (electronic format)

F: James C. Pakala, "A Librarian's Comments on Commentaries: 23, 1 John, 2 John, 3 John," *Presbyterion* 33, no. 1 (Spr 2007), accessed April 25, 2012, ATLA Religion Database.

B: Pakala, James C. "A Librarian's Comments on Commentaries: 23, 1 John, 2 John, 3 John." *Presbyterion* 33, no. 1 (Spr 2007). Accessed April 25, 2012. ATLA Religion Database.

Article (or chapter) in an edited work

F: Rosemary Radford Ruether, "Mother Earth and the Megamachine," vol. 2 of *Readings in the History of Christian Theology*, ed. William Placher (Philadelphia, PA: Westminster, 1988), 200-203.

B: Ruether, Rosemary Radford. "Mother Earth and the Megamachine." Vol 2 of *Readings in the History of Christian Theology*. Edited by William C. Placher, 200-203. Philadelphia, PA: Westminster, 1988.

Articles in an Encyclopedia or Dictionary

F: Robert G. Clouse, "Millennium, View of the," in *Evangelical Dictionary of Theology*, ed. Daniel J. Treier and Walter A. Ewell (Grand Rapids, MI: Baker Academic, 2017), 180-90.

B: Clouse, Robert G. "Millennium, View of the." In *Evangelical Dictionary of Theology*, edited by Daniel J. Treier and Walter A. Ewell, 180-90. Grand Rapids, MI: Baker Academic, 2017.

Internet or Web Source

F: Matthew Thomas Farrell, "History of the Discovery of Thomas and Comments on the Text," accessed January 2, 2003.

<http://www.miseri.edu/davies/thomas/farrell.htm>.

B: Farrell, Matthew Thomas. "History of the Discovery of Thomas and Comments on the Text." Accessed January 22, 2020. <http://www.miseri.edu/davies/thomas/farrell.htm>.

Book Reviews

F: Bassam M. Madany, Review of *Islam in Context: Past, Present, and Future*, by Peter G. Riddell and Peter Cotterell, *Calvin Theological Journal* 40 (April 2005): 155-60.

B: Madany, Bassam M. Review of *Islam in Context: Past, Present, and Future*, by Peter G. Riddell and Peter Cotterell, *Calvin Theological Journal* 40 (April 2005): 155-60.

Theses and Dissertations

F: Everett R. Kalin, "Argument from Inspiration in the Canonization of the New Testament" (ThD diss., Harvard Divinity School, 1967), 112-14.

B: Kalin, Everett R. "Argument from Inspiration in the Canonization of the New Testament." ThD diss. Harvard Divinity School, 1967.

Short Forms

After you have cited a source once in a footnote, you should use a shortened form for subsequent references. (Note: Previously, *Ibid.* was acceptable for consecutive footnote citations to the same source. Now, however, Turabian discourages *Ibid.* and encourages short forms instead.)

Examples:

¹. Moltmann, *Crucified*, 15. [If you are using more than one of Moltmann's titles] OR

¹. Moltmann, 15. [If this is the only Moltmann title you use in the paper]

². Augustine, *Confessions*, I.4.

⁷. Clouse, "Millennium."

D. Bibliographies

Include all sources you cited in your footnotes in your bibliography (with the exception of dictionaries). Generally, you should only list sources that you

cite in your paper. Only if you have used a source extensively in your research, though did not cite it in your paper, may you include it in your bibliography; however, it is preferable instead to cite the source in both your paper and your bibliography.

Format

- A bibliography should begin on a separate page at the end of your paper and should be arranged in alphabetical order by author's last name (and should not be numbered).
- For entries by the same author, alphabetize them by title, and after the first entry, indicate the author's name with the '3-em dash.' This is formed by putting three em dashes together (or six hyphens): ——. [option + shift + minus key on a Mac OR Ctrl + Alt + minus key for Windows]

Sample Bibliography

Augustine, *Confessions*. Translated by Sarah Ruden. New York: The Modern Library, 2017.

Clouse, Robert G. "Millennium, View of the." In *Evangelical Dictionary of Theology*, edited by Daniel J. Treier and Walter A. Ewell, 180-90. Grand Rapids, MI: Baker Academic, 2017.

Coalter, Milton J., John M. Mulder, and Louis B. Weeks. *Vital Signs: The Promise of Mainstream Protestantism*. Grand Rapids, MI: Eerdmans, 1996.

Farrell, Matthew Thomas. "History of the Discovery of Thomas and Comments on the Text." Accessed January 22, 2020. <http://www.miseri.edu/davies/thomas/farrell.htm>.

Kalin, Everett R. "Argument from Inspiration in the Canonization of the New Testament." ThD diss. Harvard Divinity School, 1967.

Madany, Bassam M. Review of *Islam in Context: Past, Present, and Future*, by Peter G. Riddell and Peter Cotterell, *CalvinTheological Journal* 40 (April 2005): 155-60.

McKim, Donald M., ed. *How Karl Barth Changed My Mind*. Grand Rapids, MI: Eerdmans, 1996.

Moltmann, Jürgen. *The Crucified God: The Cross of Christ as the Foundation and Criticism of Christian Theology*. Translated by R. A. Wilson and John Bowden. London: SCM, 1974.

Moran, Gabriel. "What is Revelation?" *Theological Studies* 25 (1964): 217-31.

Pakala, James C. "A Librarian's Comments on Commentaries: 23, 1 John, 2 John, 3John." *Presbyterion* 33, no. 1 (Spr 2007). Accessed April 25, 2012. ATLA Religion Database.

Ruether, Rosemary Radford. "Mother Earth and the Megamachine." Vol 2 of *Readings in the History of Christian Theology*. Edited by William C. Placher, Philadelphia, PA: Westminster, 1988.

Von Balthasar, Hans Urs. *Explorations in Theology*. Vol. 1 of *The Word Made Flesh*. Translated by A. V. Littledale with Alexander Dru. San Francisco, CA: Ignatius, 1989.

E. Grammar, Punctuation, Etc.

- Please give serious attention to writing in good (grammatically correct) English and take the extra time to proofread your paper. Reading your paper out loud will often indicate where there are problems. Ask several others to edit it for you, and ask them to go through the edits with you in person. Finishing your paper well before it is due will give you the flexibility you need for editing.

Spelling

While your computer's spellchecker is helpful, keep in mind that it will not catch everything. For instance, if you type, "You reap what you sew," since "sew" is the correct spelling of the word meaning "to stitch," a spellchecker will not alert you that the correct word in this case is "sow." Conversely, sometimes a spellchecker will not recognize proper names or specialized words such as "Johannine." In those cases, double check the spelling against your sources, then ignore the red squiggles.

Contractions/Elided Forms

In academic writing, spell out full words rather than use contractions (such as don't, can't, won't).

Apostrophes

- To indicate when a noun is possessive, use an apostrophe and the letter 's' (e.g.: "Julian's writings"). To form the possessive of a plural noun (ending in 's'), use only an apostrophe (e.g.: the houses' owners). For names that end in an 's' already, add apostrophe + 's' (e.g.: "Pseudo-Dionysius's apophatic theology").

- *Note:* Possessive pronouns (hers, his, its) do not require an apostrophe. Do not confuse *it's* (as in the contraction for *it is*) with *its*, the possessive pronoun.

Commas

Turabian uses the serial or Oxford comma. For instance, “Julian of Norwich, Catherine of Siena, Therese of Liseux, and Teresa of Avila are the four women deemed doctors of the Church.” (The final comma before “and” is the Oxford comma.)

Run-ons

A run-on combines two sentences without the correct punctuation and/or conjunction.

Run-on: Library circulation workers have a lot of ground to cover be patient after you’ve rung the bell.

Correct: Library circulation workers have a lot of ground to cover; so, be patient after you’ve rung the bell.

OR

Library circulation workers have a lot of ground to cover. Be patient after you’ve rung the bell.

Placement of quotation marks

Put closing quotation marks after a comma or period, but before a colon or semicolon. (For more, see Turabian 21.12.2.1.)

E.g.:

- “The heart is a vessel that cannot remain empty,” Catherine of Siena writes.¹
- Heidegger claims that “the speech of genuine thinking is by nature poetic”; therefore, the poet must also be a thinker, and the thinker must accomplish “a thinking which has all the purity and thickness and solidity of poetry.”²

Placement of footnote numbers

Closing quotation marks and footnotes go after all the punctuation.

E.g.:

- Christ is “existence-communication”;³ his words cannot be isolated from his life.
- Rowan Williams quotes Michael Leunig, “The word ‘God’ cannot be grasped scientifically, rationally or even theologically without it exploding. It can only be held lightly and poetically.”⁴
- Christ is the one who throws open “the riddle of the human person.”⁵

Split Infinitives

A split infinitive happens when one (or more words) is included between the infinitive marker “to” and the verb itself. You should generally avoid split infinitives.

- For example, the phrase “to boldly go where no one has gone before” contains a split infinitive. The proper grammar would be either “boldly to go” or “to go boldly.”

F. Word limit

- **Adhere to the stated word limit on papers and assignments (+/- 10%);**
- Footnotes are included in the word count;
- Bibliography and material on the cover page are NOT included in the word count

Appendix: Sample Title Page

NASHOTAH HOUSE THEOLOGICAL SEMINARY

[TITLE (TWO LINES DOUBLE SPACED IF LONG)]

AN ESSAY IN
[COURSE NUMBER] PREPARED
FOR [PROFESSOR'S NAME]

BY
[STUDENT NAME]
[STUDENT NUMBER]

NASHOTAH, WISCONSIN
[DATE]

Word Count: _____