

Style Sheet

In preparing papers to be submitted to teachers or officials of the seminary, you are expected to follow certain conventional practices. Most of these practices apply not only to term papers but also to writing of any kind (sermons, theses, project reports, book reports, and so on). Papers may be rejected if they do not conform to standard conventions as here noted. Neatness and legibility are essential.

Please Note: The following notes are very brief. Please refer more extensively to Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. Edited by Wayne C Booth, Gregory G Colomb, Joseph M Williams, Joseph Bizup, and William T FitzGerald. 9th ed. Chicago: University of Chicago Press, 2018. Chapters 15-17 specifically deal with citation styles (Notes-Bibliography Style). Also, familiarize yourself with the referencing methods on your computer in Word or in Zotero.

- 1. Typing required.** In general, it is required that all assigned papers be typed. Print should be dark enough to be easily read.
- 2. Print.** Print size should normally be 12-point font but never smaller, preferable Times New Roman.
- 3. Spacing.** Double-space between lines; triple-space between title and text of paper.
- 4. Margins.** Left-hand margin: 1.5 inches; upper and lower margin: 1 inches; right-hand margin: 1 inch. Some faculty may prefer 1-inch margins on all sides if the paper is not bound.
- 5. Indentation.** First lines of paragraphs are indented half an inch.
- 6. Title.** Title should be centered on the top of the first page of longer papers, 2 inches from upper edge. Titles on one-page papers should be 1 inch from the upper edge. MA projects and MDiv theses shall have a title page.
- 7. Your Name and Page Numbers.** Your full name should appear on the first page. Page numbers should appear at the same location of each succeeding page. Your name should only be on the title page for MA projects and MDiv theses.
- 8. Quotations.** If more than four lines, the quotation should be indented half an inch and single-spaced. Quotation marks are not used when the quotation is single-spaced.
- 9. Footnotes or Endnotes.** Choose either footnotes or endnotes. Check with your instructor. Footnotes or endnotes are numbered consecutively and indicated in the

text by a superscript Arabic number. Footnote references should appear at the bottom of that page in regular font (not superscript). Endnote references should appear at the end of the paper on a page before the Bibliography/Works Cited page.

10. Titles of Reference Materials. For titles of books, journals, magazines, dictionaries, and encyclopedias, EITHER Underline OR *Italicize*. Do not do both! Be consistent. For titles of articles, movies, videos, poems, lectures, and speeches, use quotation marks.

11. Footnote, Endnote, and Bibliographic Form.

Footnote and **Endnote** reference should follow the form below. The note number at the front of the footnote refers to the equivalent superscript numeral in your paper. The number at the end of the note refers to the page number in the work you are citing. Take particular care with punctuation, capitalization, and spelling. The first line of the footnote should be indented half an inch using a paragraph format. The number should be the same as the rest of the footnote (12-point Times New Roman). There should be one space after the period that follows the number. There should be a line between each footnote.

PLEASE NOTE: Entries # 1-22 below refer to Footnote or Endnote notation only. Bibliography and Works Cited Entries follow.

FOR BOOKS CITED:

1. Barbara Brown Taylor, *When God is Silent: The 1997 Lyman Beecher Lectures on Preaching* (Boston: Cowley Publications, 1998), 65.

2. Kenda Creasy Dean and Ron Foster, *The Godbearing Life: The Art of Soul Tending for Youth Ministry* (Nashville: Upper Room Books, 1998), 73.

3. Jane E. Aaron, *The Compact Reader: Short Essays by Method and Theme*, 8th ed. (Boston: Bedford/St. Martin's, 2008), 362.

FOR ARTICLES IN BOOKS & EDITED WORKS WITH MULTIPLE AUTHORS:

4. Mark K. Fretz, "Ahimoth," in *The Anchor Bible Dictionary* (New York: Doubleday, 1992), 1:117.

5. Deborah Tannen, "Fighting for our Lives," in *Acting out Culture: Reading and Writing*, ed. James S. Miller (Boston: Bedford/St. Martin's, 2008), 572-593.

6. Craig L. Nesson, "The Air I Breathe is Wartburg Air": *The Legacy of William H. Weiblen*, ed. Craig L. Nesson (Eugene: Wipf and Stock, 2003), 39.

7. Duane H, Larson, "Life Together Is Only in God: The Achievement of Personhood in Community," in *The Difficult But Indispensable Church*, ed. Norma Cook Everist (Minneapolis: Fortress Press, 2002), 13-22.

FOR ARTICLES IN JOURNALS:

8. Donald A. Hagner, "The State of the Bible in the Twenty-First Century," *Currents in Theology and Mission* 35, no. 1 (February 2008): 14.

9. Sandra Tsing Loh, "I Choose My Choice!" *The Atlantic* 302, no. 1 (July/August 2008): 127

FOR TRANSLATED WORKS:

10. Wolfhart Pannenberg, *Systematic Theology, Volume 1*, trans. Geoffrey W. Bromiley (Grand Rapids: William B. Eerdmans, 1991), 219.

11. Dietrich Bonhoeffer, *Christ the Center*, 1960, trans. John Bowden, intro. Edwin H. Robertson (New York: Harper and Row, 1966), 23.

Subsequent references to the same book within your paper can be shortened as follows in your footnote or endnote:

12. Taylor, *When God is Silent*, 32.

13. Dean & Foster, *The Godbearing Life*, 94.

14. Aaron, *The Compact Reader*, 264

15. Fretz, "Ahimoth," in *The Anchor Bible Dictionary*, 1:118.

16. Tannen, "Fighting for our Lives," in *Acting out Culture*, 584

17. Nesson, ed. "*The Air I Breathe is Wartburg Air*," 89.

18. Everist, ed. *The Difficult But Indispensable Church*, 19

19. Hagner, "The State of the Bible in the Twenty-First Century," in *Currents*, 17.

20. Tsing Loh, "I Choose My Choice," in *The Atlantic*, 130.

21. Pannenberg, *Systematic Theology*, 1:236.

22. Bonhoeffer, *Christ the Center*, 47.

In the **Bibliography** or **Works Cited** section at the end of your paper, cite as follows, with authors' last names appearing in alphabetical order. Please note how punctuation rules for bibliographies differ from punctuation rules for footnotes and/or endnotes. Also note that "hanging indent" is used for each entry.

Aaron, Jane E. *The Compact Reader: Short Essays By Method and Theme*. 8th ed. Boston: Bedford/St. Martin's, 2008.

Bonhoeffer, Dietrich. *Christ the Center*, 1960. Translated by John Bowden, with an Introduction by Edwin H. Robertson. New York: Harper and Row, 1966.

Dean, Kenda Creasy, and Ron Foster. *The Godbearing Life: The Art of Soul Tending for Youth Ministry*. Nashville: Upper Room Books, 1998.

Fretz, Mark K. "Ahimoth." *The Anchor Bible Dictionary*. New York: Doubleday, 1992. 1:117.

Hagner, Donald A. "The State of the Bible in the Twenty-First Century." *Currents in Theology and Mission* 35, no. 1 (February 2008): 6-18.

Larson, Duane H. "Life Together Is Only in God: The Achievement of Personhood in Community." *The Difficult But Indispensable Church*, edited by Norma Cook Everist, 13-22. Minneapolis: Fortress Press, 2002.

Nessan, Craig L., ed. *The Air I Breathe is Wartburg Air*. Eugene: Wipf and Stock, 2003.

Pannenberg, Wolfhart. *Systematic Theology, Volume 1*. Translated by Geoffrey W. Bromiley. Grand Rapids: William B. Eerdmans, 1991.

Tanner, Deborah. "Fighting for our Lives," in *Acting out Culture: Reading and Writing*. Boston: Bedford/St. Martin's, 2008.

Taylor, Barbara Brown. *When God is Silent: The 1997 Lyman Beecher Lectures on Preaching*. Boston: Cowley Publications, 1998.

Tsing Loh, Sandra. "I Choose My Choice!" *The Atlantic* 302, no.1 (July/August 2008): 125-133.

Biblical and confessional notes should appear in parentheses in the body of the paper, using abbreviations in NRSV, e.g., (Mt 12.19). At the outset, state, "All quotations are from the NRSV"; otherwise, identify your translation. Use the abbreviations in *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody: Hendrickson, 1999).

Example for Biblical note.

In the paper: “After saying this, he remained in Galilee” (John 7:9).¹
Footnote: ¹All quotations are from the NRSV.

Example for Confessional notes.

Footnote:

Smalcald Articles, Part 3, Article 15, marginal number 3

or

SA 3, 15:3, in *BC*, 326.

Bibliography:

The Book of Concord: The Confessions of the Evangelical Lutheran Church. Edited by Robert Kolb and Timothy J. Wengert. Minneapolis: Fortress Press, 2000.

For **Electronic References**, students need to cite every electronic source used in the paper by providing the following: author(s); title of the work/article; publication information for all printed works, including the date; the medium (e.g., on-line, CD-ROM, E-Mail); the name of the computer service or network; the date that the work was accessed by the student, and the page number of the work. These entries are cited under the authors’ names in alphabetical order among the other works cited in your Bibliography.

Here are three examples of electronic references:

For a journal on a website:

Hart, Stephen. “Overtures to a new Discipline: Neuromusicology.” *21st Century*. Vol 1.4. July 1996. <http://www.colombia.edu/cu/21stC/issue1.4/mbmmusic.html> (accessed October 28, 1997).

For a website:

Nelson, Jennifer M.S., R.D., and Katherine Zeratsky, R.D. “Nutrition-Wise: Calories on menus can help consumers choose wisely.” June 23, 2008. <http://www.mayoclinic.com/health/nutrition-blog/MY0096> (accessed July 3, 2008).

For our Ministry Matters subscription:

Hays, Richard B. “Galatians 1:1-10.” *The New Interpreter’s Bible*. Vol. 11. 2000. <http://www.ministrymatters.com/library/#/tnib/f70fa099469bf1be08d5c12d69db7bc0/galatians-11-10.html> (accessed December 14, 2017).

Other types of citation:

Some professors prefer for short reflection papers or short essays of 500 words or less. Consult with the professor. They may want in-text citations.

“Direct quotation,” (Textbook, page#).

Or

“Direct quotation,” (Class lecture, date).

- 12. Corrections.** Spell-check and proofread all papers.
- 13.** Pages should be attached, preferably by staple. Retain a copy for your own file. Some faculty prefer that papers be emailed or uploaded. Final drafts of MA projects and MDiv theses should be submitted electronically to the Registrar.
- 14.** Please conform to the guidelines for the use of inclusive language according to Wartburg Theological Seminary's policy.
- 15.** In writing academic papers, please conform to Wartburg Theological Seminary's Plagiarism Policy.