

Wartburg Theological Seminary 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.

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. If you are using Zotero, please use Turabian 8th edition Notes-Bibliography Style, since it does not have the 9th edition for that style.

FORMATTING:

1. **Typing required.** Normally all assigned papers should be typed.
2. **Print.** Print size should normally be 12-point font, preferable Times New Roman.
3. **Spacing.** Double-space between lines; double space between paragraphs; triple-space between title and text of paper. Please make sure you do not have triple space between paragraphs.
4. **Margins.** All margins should be 1 inch.
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.
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.
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 indented and single-spaced.
9. **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.

- 10. 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.
- 11. Footnote and Endnote Formatting.** 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. 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. You may need to edit your footnotes/endnotes if using Word References or Zotero.
- 12. Bibliography/Works Cited Formatting.** Authors' last names appears in alphabetical order. Punctuation rules for bibliographies differ from punctuation rules for footnotes and/or endnotes. A "hanging indent" is used for each entry.
- 13. Corrections.** Spell-check and proofread all papers.
- 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.

MA-DM Research Projects, MA Capstone Projects, and MDiv theses:

- 1. Margins:** Left-hand margin: 1.5 inches; upper and lower margin: 1 inch; right-hand margin: 1 inch.
- 2. Title:** Capstone Projects and theses shall have a title page with a specific format.
- 3. Name:** Your name should only be on the title page.

CITATION STYLE

FOOTNOTES OR ENDNOTES

Books:

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.

4. Mark Allan Powell, *Introducing the New Testament: a Historical, Literary, and Theological Survey*, 2nd ed. (Grand Rapids, MI: Baker Academic, 2018), 84, <https://www.dropbox.com/s/6h9yn8j5tvmkim/Introducing%20the%20New%20Testament%20%20a%20historical%2C%20literary%2C%20and%20theological%20survey.%20Mark%20Allan%20Powell.%201008764934.%20594.1.pdf?dl=0>.

Articles and chapters in books & edited work with multiple authors:

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

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. Richard B. Hays, "Galatians 1:1-10" in *The New Interpreter's Bible*, vol. 11, (Nashville: Abingdon Press, 2000), 207, <https://www-ministrymatters-com.dtl.idm.oclc.org/library/#/tnib/f70fa099469bf1be08d5c12d69db7bc0/galatians-11-10.html>.

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.

10. Katheryn Pfisterer Darr, "Ezekiel's Justifications of God: Teaching Troubling Texts," *Journal for the Study of the Old Testament* 17, no. 55 (September 1992): 97, <https://doi-org.dtl.idm.oclc.org/10.1177%2F030908929201705508>.

Translated works:

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

12. Dietrich Bonhoeffer, *Life Together and Prayerbook of the Bible*, trans. Geoffrey B. Kelly and Daniel W. Bloesch (Minneapolis: Augsburg Fortress Publishers, 2004), 28, Project MUSE.

13. Gustavo Gutiérrez, *We Drink from Our Own Wells: The Spiritual Journey of a People*, trans. Matthew J. O'Connell (Maryknoll, N.Y.: Orbis Books, 1984), 31.

Website:

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

TED talk or similar online video:

15. Chimamanda Ngozi Adichie, "The Danger of a Single Story," July 2009, TED video, 18:34, https://www.ted.com/talks/chimamanda_ngozi_adichie_the_danger_of_a_single_story.

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

16. Taylor, *When God is Silent*, 32.
17. Dean & Foster, *The Godbearing Life*, 94.
18. Aaron, *The Compact Reader*, 264.
19. Fretz, "Ahimoth," in *The Anchor Bible Dictionary*, 1:118.
20. Nesson, ed. "The Air I Breathe is Wartburg Air," 89.
21. Tsing Loh, "I Choose My Choice," in *The Atlantic*, 130.
22. Pannenberg, *Systematic Theology*, 1:236.
23. Gutiérrez, *We Drink from Our Own Wells*, 47.

BIBLIOGRAPHY or WORKS CITED

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

Adiche, Chimamanda Ngozi. "The Danger of a Single Story." Filmed July 2009 in New York, NY. TED video, 18:34.
https://www.ted.com/talks/chimamanda_ngozi_adichie_the_danger_of_a_single_story.

Bonhoeffer, Dietrich. *Life Together and Prayerbook of the Bible*. Translated by Geoffrey B. Kelly and Daniel W. Bloesch. Minneapolis: Augsburg Fortress Publishers, 2004. Project MUSE.

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.

Gutiérrez, Gustavo. *We Drink from Our Own Wells: The Spiritual Journey of a People*, trans. Matthew J. O'Connell. Maryknoll, N.Y.: Orbis Books, 1984.

- 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.
- Hays, Richard B. "Galatians 1:1-10." *The New Interpreter's Bible*, vol. 11, Nashville: Abingdon Press, 2000), 207, <https://www-ministrymatters-com.dtl.idm.oclc.org/library/#/tnib/f70fa099469bf1be08d5c12d69db7bc0/galatians-11-10.html>.
- 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).
- 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.
- Pfisterer Darr, Katheryn. "Ezekiel's Justifications of God: Teaching Troubling Texts." *Journal for the Study of the Old Testament* 17, no. 55 (September 1992): 97. <https://doi-org.dtl.idm.oclc.org/10.1177%2F030908929201705508>.
- Powell, Mark Allan. *Introducing the New Testament: a Historical, Literary, and Theological Survey*, 2nd ed. Grand Rapids: Baker Academic, 2018. <https://www.dropbox.com/s/6h9yn8j5tvfmkim/Introducing%20the%20New%20Testament%20a%20historical%2C%20literary%2C%20and%20theological%20survey.%20Mark%20Allan%20Powell.%201008764934.%20594.1.pdf?dl=0>.
- 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 CONFSSIONAL NOTES

Biblical notes should appear in parentheses in the body of the paper. For biblical citations use the abbreviations in *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody: Hendrickson, 1999). See list at the end of this document.

Note the following.

- The **first** quote should have a footnote/endnote which states the translation used
 - In the paper: "After saying this, he remained in Galilee" (John 7:9).¹
 - Footnote: 1. All quotations are from the NRSV.
- No period after the book name, e.g. (Matt 12:19)
- Colon between the chapter and verse, e.g. (Matt 12:19)

- Hyphen between more than one verse, continuous e.g. (Matt 12:17-19)
- Comma when additional verses in the same chapter and book, e.g. (Matt 12:19, 21)
- Semi-colon when chapter or book change, e.g. (Matt 12:19; 13:1)
- Verse numbers should not be included in the quote.

Confessional notes in course papers should appear in parentheses in the body of the paper. Use the page number and margin number in *The Book of Concord: The Confessions of the Evangelical Lutheran Church*. Edited by Robert Kolb and Timothy J. Wengert. Minneapolis: Fortress Press, 2000. For example,

- “Absolution can properly be called the sacrament of penance” (BC 193.41).

MDiv theses, MA-DM Research Projects, or MA Capstone Projects:

Footnotes/endnotes may be used with either of the following formats.

- 1. Smalcald Articles, Part 3, Article 15, marginal number 3
- 2. SA 3, 15:3, in *BC*, 326

SHORT REFLECTION PAPERS OR ESSAYS OF 500 WORDS OR LESS

Some professors prefer in-text citations. Consult with your professor. Do not assume.

- “Direct quotation,” (Textbook name, page#).
 - e.g., “What sets libraries apart,” (A Manual for Writers, 29).
- “Direct quotation,” (Class lecture, date).
 - e.g., “Intrinsic motivation,” (Motivation, Dec. 10, 2021).