

NEW YORK
THEOLOGICAL
SEMINARY

AY2011-2012
MDIV FORMATTING GUIDE¹

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¹This document is adapted from *The DMin Formatting Guide* and *The 2009-2020 Library Services Guide*, both edited by Jerry Reisig.

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FORMAT REQUIREMENTS/GUIDELINES

Spacing

- Double space the general text of the manuscript.
- Single-space within each bibliographical entry and double-space between entries.
- Single-space within long tables, long quotations, footnotes, appendices and multi-line captions.

Justification

- **Left** justification (not full) for all text, including footnotes and bibliography, unless otherwise specified in the *Formatting Guide*.
 - Appendices are not bound by this requirement

Margins

- First Page of Introduction or Chapter:
 - Top: 2" (50.8 mm)
 - Left, Right, and Bottom 1" (25.4 mm)
- All other pages:
 - Top, Bottom and Right: 1" (25.4 mm)

Fonts

- Times New Roman (or equivalent), 12-point fonts for text and 10-point font for footnotes and subscripts.

Footnotes

- Footnotes must conform to Kate Turabian's *Manual for Writers*, 7th edition (see Appendices for additional information). In-text citations are used only for Biblical citations.
- All footnotes conform to the margins of the page.
- All footnote text must be in 10 point Times New Roman, with the exception of the footnote number that can be no smaller than 8-point font size.
- Footnotes have a first line indent of .5" (12.7 mm.) from the left margin.
- The footnote number is not on line with the footnote text, but is superscripted before the first character of the footnote text.
- Footnotes are single spaced within, and double spaced between (See Appendix B: Changing footnote style).

Printing and Copying

- No cross-outs, lines, smudges and smears, and white-out.
- Ask your professor whether or not you can print double-sided.

Paper

- White paper, clean copy paper..

PAGE NUMBERING AND PLACEMENT

(See Table 1 on next page)

Preliminary Pages

- “Preliminary pages” refers to all pages that precede the text of the paper.
- Count, do not number, the title page.
- Count and number with roman numerals (iii, iv, v, etc.) the dedication and acknowledgement pages, and the table of contents.
- Page number placement begins at the dedication or acknowledgments.
- Numbers are placed in the center of the page 0.5" (12.7 mm) from the bottom.

Text, Appendices and Bibliography

- Count and number all pages.
- The first page of text (often the first page of the Introduction or the first chapter) begins with an Arabic number 1.
- Arabic numerals (1, 2, 3, etc) are placed on all consecutive pages, including the text, appendices and bibliography.
- Appendices must be numbered consecutively, continuing numbering from the text of the paper.
- Scanned documents that are already numbered must be reduced so that they have consecutive page numbers.
- Page numbers are placed in the footer of each page, centered 0.5" (12.7 mm) from the bottom.
- At the top of the bibliography should be the single word **Bibliography** followed by a two double spaces.

Table 1 - Pagination and Sequencing

The following table shows the proper sequence for pagination. These areas may or not be applicable to your paper. Required for most academic papers are: title page, body of paper, and bibliography. Your professor will specify which elements that your paper must have.

SEQUENCE	PAGINATION	Page Number Placement
Preliminary Pages	Lower Case Roman Numerals	
Title Page	Count/Do Not Number	None
Acknowledgments	Count/Number	Bottom/Center
Table of Contents	Count/Number	Bottom/Center
List of Tables (if appropriate)	Count/Number	Bottom/Center
List of Figures (if appropriate)	Count/Number	Bottom/Center
Key to Symbols or Abbreviations (If appropriate)	Count/Number	Bottom/Center
Text	Arabic Numbers Starting at 1	
Introduction	Count/Number	Bottom/Center
Body of Paper	Count/Number	Bottom/Center
Reference Pages		
Cover Sheets for Appendices (if appropriate)	Count/Number	Bottom/Center
Appendices (if appropriate)	Count/Number	Bottom/Center
Cover Sheets for Bibliography (if appropriate)	Count/Number	Bottom/Center
Bibliography	Count/Number	Bottom/Center

Formatting Guidelines

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CHAPTER 1	
INTRODUCTION TO THE SETTING	1
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Table of Contents

- Type "TABLE OF CONTENTS" centered 1" (25.4 mm) from the top of the page.
- Double-space twice. Type the listings or utilize Word's automatic Table of Contents feature.
- Include titles of the chapters or sections, and at least the primary and secondary subdivisions; word exactly as they appear in the body of the text.
- Single-space within each entry and double-space between them.
- Should contain listings of all material following it with corresponding page numbers.
 - The text of each entry should be separated by a dot leader with its corresponding page number at the right margin.
- No material that precedes the Table of Contents should be listed.
 - Pages counted and displayed as lower-case Roman numeral.

CHAPTER 1 INTRODUCTION TO THE SETTING	
St. Elmo Episcopal Church in Kanawaska, New York	
<p>St. Elmo Episcopal Church was founded in 1896 as an Episcopal Church. The change in the demographics of the neighborhood led to the desertion of the church in 1968 by the then white congregation. In 1961, the building was purchased by Rev. Amos Proper from the Episcopal church for the minimal charge of \$1. Although the church was re-commissioned as a Baptist Church, it was decided by the congregation to keep the original name of the church as it had become a recognizable name in the neighborhood. In 1992, Rev. Proper retired and was replaced by Rev. Dr. Sidney Lumpet, who is currently the pastor of the church.</p> <p>The church currently has 47 members, although as many as 100 may attend Sunday services. The demographics of the community are 80% African American, 10% Hispanic, 4% Iranian Muslim and 1% white. In 1993, the congregation determined that the large social space in the basement of the church was more than sufficient for the needs of the church and it was decided to open that space as a community center for the entire community. It soon became clear that the community needed a youth center where youth could gather and take part in positive activities. The youth center was opened in May 1999 and soon proved to be a great success. Ironically, the success of the center caused members of the church to become anxious, as the Youth Center included all youth, Christian and non-Christian and it was clear that no attempt would be made to</p>	

First Page of Text

- Top margin should be set at 2".
- Type "INTRODUCTION" if you are beginning with an introduction or "CHAPTER X" where X is the chapter number if you are beginning with a Chapter.
- Double-space twice. Begin typing the double-spaced text, indented at the beginning of each paragraph.
- **Do not put two double spaces between paragraphs.**
- Begin re-counting page numbering at 1 in Arabic numerals (1, 2, 3, etc.) at the bottom of the page.
- The first page of all subsequent chapters will take this format and begin with a top margin = 2".
- Subsequent pages will have a top margin=1".

of ourselves in terms of how we create space, we are continually in a state of negotiation with the owner, neighbors, family. To refer to a rental apartment as "my apartment" speaks to the way in which we come to claim space and make it personal.

For immigrants and foreign students who are living in New York, and for people who are at the extreme economic or social fringes, the feeling of controlling ones negotiated spaces decreases significantly, as language, economic insecurity, and racism make it difficult to truly negotiate ones living space. At the same time, communities of immigrants and the poor and the central position of the church in those communities allows for social negotiation and increases the validity of rights made over spaces. An interesting phenomenon of NYTS is not how it comes to own spaces (it owns none) but how it claims and negotiates those spaces in a way that empowers students and faculty while it demands that social and institutional networks be established and maintained. The "campus as city" is more than a reference to the idea that city serves as a pedagogical tool, but also as a description of how the seminary negotiates personal, spiritual, pedagogical, physical and ministerial spaces. When the entire city (and its global relationships) is identified as the "campus" of the seminary, then the seminary becomes decentralized and unlike the wiser and more affluent institutional boxes, does not have a place to lay its head. Or more accurately, does not have a place that it must not negotiate the places that it resides.

At NYTS Library Services has no place that could be place its shingle, as the seminary decided in 2003 that having a resident library was no longer used enough to warrant its expense, nor was it consistent with the ethos of the rest of the institution. Selling the library collection in 2003 to Fuller Seminary left the seminary in a position that resulted in the change of the concept

¹Shreema Mehta, "Rising 'Stabilized' Rents Threaten New Yorkers' Housing," *The New Standard*, June 30, 2006, <http://newstandardnews.net/comment/index.cfm?item/3366>.

Subsequent Pages of Text

- Top margin should be set at 1".
- Continue counting numbers.

APPENDIX A:

USE OF COPYRIGHTED MATERIAL



The candidate is required to obtain permission from the author or publishers to quote extensively from copyrighted material. Permission for the use of all such materials must be obtained before the demonstration project is submitted to the Director of Library Services. Although there is no hard rule as the amount of copyrighted information that requires permission, a good rule of thumb is more than 250 words of text and all as well as any pictures, graphics, tables, etc. that are still under copyright.

Copyright permission is usually granted on condition that acknowledgment is made in the project. Candidates should contact the individual or institution holding the copyright as soon as possible. It is usually sufficient to send an email stating that your status as a doctoral candidate at NYTS, the purpose of the project, and the information that will be reprinted. Be very specific about the information that you want to use: author, title, edition, and the size of the information that you wish to reproduce.

Appendix

- APPENDIX A centered 1" (25.4 mm) from the top of the page.
- Double-space twice and type the title.
- Double space and begin text or input graphic.

BIBLIOGRAPHY

- Barth, Karl. *Church Dogmatics*, vol. IV. i. *The Doctrine of Reconciliation*. Trans. G.W. Bromley. Ed. G.W. Bromley and T.E. Torrance. Edinburgh, Scotland: T & T Clark, 1956.
- Irvin, Dale T. "The Terms of History and the Memory of Redemption: Engaging the Ambiguities of the Christian Past." In *Surviving Terror: Hope and Justice in a World of Violence*. Ed. Victoria L. Erikson and Michelle Lim Jones. Grand Rapids, Michigan: Brazos Press, 2002.
- _____. "Towering Figures and Shirring Words: Reflections on the Lectionary Readings for August 2005." *Living Pulpit* 14, no. 3 (July 2005): 28-32. *ATLA Religion Database with ATLASerials, EBSCOhost* (accessed July 22, 2009).
- Migliore, Daniel L. *Faith Seeking Understanding: An Introduction to Christian Theology*. Grand Rapids, Michigan: William B. Eerdmans Publishing Company, 1991.
- Modmann, Jürgen. *The Crucified God*. Minneapolis, Minnesota: Fortress Press, 1993.
- _____. *Theology of Hope*. Trans. James W. Leitch. Minneapolis, Minnesota: Fortress Press, 1993.
- New York Theological Seminary. "Resources on the Web." <http://www.nyts.edu/resources-on-the-web> (accessed November 12, 2003).
- Raisz, Lester Edwin J. "Culture, Politics, and the Sense of the Ethical: Challenges for Normative International Relations." In *Principled World Politics: The Challenge of Normative International Relations*. Ed. Lester Edwin J. Raisz and Paul Wapner. Lanham, Maryland: Rowman & Littlefield Publishers

4

Bibliography Entries

- Type the heading "BIBLIOGRAPHY" centered 1" (25.4 mm) from the top of the page.
- Double-space twice. Type the list of sources.
- The list of sources is single-spaced within, and double-spaced between, entries.
- Entries should be formatted with a hanging indent. (The first line is flush left and subsequent lines within the entry are indented .5 inches from the left margin.)

APPENDIX A: CITING YOUR WORK

Three types of citations for textual work (paper or Internet):

1. **Exact quotes:** the exact words that were spoken or written by your source. Like direct speech, they are set off from the rest of the text.

If they are less than three lines, exact quotes are set off with quotation marks, followed by a footnote number.

“Members of the organization met regularly.”¹

If more than two lines, the entire quote should be single-spaced and indented five spaces from both margins. Quotation marks should not appear unless they were in the original text. A footnote number should follow the quote.

The organization carried out its business in the northern part of the district, meeting at the homes of members and requiring a unanimous vote for all business.¹

2. **Paraphrases:** the expression of the author in your own words. They have a footnote, but the text is not surrounded by quotation marks. The best way to insure that you are not copying text is to read the passage thoroughly, close the book and then write out the basic idea.

In the northern part of the country, business was carried out in private homes.²

3. **Ideas:** This is very much like paraphrase and many style manuals include it in the paraphrase section. Basically, you are providing information about an idea rather than its expression. The question is always asked, “What if the idea is my own?” If you have published the work, you must cite it. If you are **not sure** whether or not to cite, cite it.

Citing with Turabian/Chicago Style

Kate Turabian, *A Manual for Writers of Papers, Theses, and Dissertations*, 7th ed. (Chicago: University of Chicago, 2007) is the standard for citations at NYTS and a copy should be owned by every student. The relevant citation information is contained in Chapter 17 of Turabian, “Notes-Bibliography Style: Citing Specific Types of Sources.” Under each type of information source (books, journals, magazines, etc.), two examples are given, one beginning with an N: and one with a B: The N: example is the format of a footnote; the B: example is the format of a bibliography entry.

Footnotes

The footnote appears at the bottom of the page on which the cited information is found. The footnote is a single sentence: each part of the who/what/when/where information is separated by a comma or parentheses, and all footnotes end in a period.

Standard format of for a full footnote: Author/Firstname Lastname, *Title of book in Italics* (Place of publication: Publisher, Date of Publication), page number(s).

The footnote for a book with a single author would take the form:

¹Jerry Reisig, *This is My Book about Citing Sources* (Lansing, Michigan: Big Brother Watching, 2009), 2.

Note: Footnote forms have a first line indent.

Short form for footnotes:

Your initial citation must provide full bibliographic information about the work. Subsequent citations should use the short form, which includes only the author's last name, a shortened form of the title of the article or book, and the page number(s):

First occurrence of footnote:

¹Jerry Reisig, *This is My Book about Citing Sources* (Lansing, Michigan: Big Brother Watching, 2009), 2.

Subsequent occurrences:

¹² Reisig, *My Book*, 23-24.

For citations from the same source that follow directly after that source, use "Ibid." (You must have a period after Ibid. as it is an abbreviation for "ibidem "in the same place.")

¹² Reisig, *My Book*," 23-24.

¹³ Ibid., 7.

If the citation is on the same page of the same work, the page number is not necessary:

¹⁴ Ibid.

Bibliography Entry

The bibliography entry is a series of sentences divided by periods and ending with a period. Since the bibliography is in alphabetical order, the author (or the first author if there is more than one) is in the form (Lastname, Firstname). Do not include page numbers unless the source is an essay in a book or an article in a journal, in which case you give the range of pages on which the article or essay is found.

Form: Lastname, Firstname Author. *Title of Book in Italics*. Place of Publication: Publisher, Publication Date.

The **bibliography entry for my book would be:**

Reisig, Jerry. *This is My Book about Citing Sources*. Lansing, Michigan: Big Brother Watchings, 2009.

A journal article appearing from page 23-59 in volume 8, number 6 of the *Journal of Koine Greek* and appearing in the Summer 2009 issue would be:

Reisig, Jerry. "This is my Article about Something Greek." *Journal of Koine Greek* 8, no. 6 (Summer 2009): 23-59.

Note: Bibliography entries have a hanging indent, and are not preceded by numbers.

When a bibliography cites more than one book by the same author, the author's name appears only in the first entry. In subsequent entries by the same author, the author's name is replaced by 8 underline spaces.

Reisig, Jerry. *This is My Book about Citing Sources*. Lansing, Michigan: Big Brother Watching, 2009.

_____. *This is My Second Book about Citing Sources*. Lansing, Michigan: Big Brother Watching, 2009.

_____. *This is My Third Book about Citing Sources*. Lansing, Michigan: Big Brother Watching, 2009.

Rufus, James. *Read This Book Now!* (New York: Free Press, 2005).

Table 1: Citing Published Works

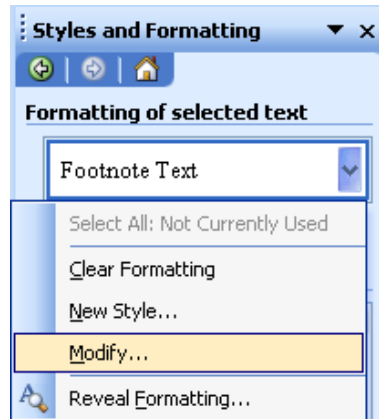
All citations must be accordance with Kate Turabian, *Manual for Writers*, 7th ed. (Chicago: University of Chicago, 2007). The following table provides examples of but is not limited to possible footnote and bibliography formats. In all cases the format should be checked against Turabian.

	Footnote	Bibliography
<p>One Author <i>First Reference</i></p> <p><i>2nd Reference</i></p>	<p>¹James Cone, <i>A Black Theology of Liberation</i> (Maryknoll, New York: Orbis Books, 2005), 65.</p> <p>²Cone, <i>A Black Theology</i>, 128.</p>	<p>Cone, James. <i>A Black Theology of Liberation</i>. Maryknoll, New York: Orbis Books, 2005.</p>
<p>Two Authors</p>	<p>³Dale T. Irvin and Scott W. Sundquist, <i>History of the World Christian Movement: Earliest Christianity to 1453</i> (Maryknoll, New York: Orbis Books, 2001), 65.</p>	<p>Irvin, Dale T. and Scott W. Sundquist. <i>History of the World Christian Movement: Earliest Christianity to 1453</i>. Maryknoll, New York: Orbis Books, 2001.</p>
<p>Four or more authors</p>	<p>⁵Edward O. Laumann et al., <i>The Social Organization of Sexuality</i> (Chicago: University of Chicago Press, 1994), 262.</p>	<p>Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. <i>The Social Organization of Sexuality</i>. Chicago: University of Chicago Press, 1994.</p>
<p>Editor, translator, or compiler instead of author</p>	<p>⁷Michael Welker, ed., <i>The Work of the Spirit: Pneumatology and Pentecostalism</i> (Grand Rapids, Michigan: Wm. B. Eerdmans Publishing Company, 2002), 59.</p>	<p>Welker, Michael, ed. <i>The Work of the Spirit: Pneumatology and Pentecostalism</i>. Grand Rapids, Michigan: Wm. B. Eerdmans Publishing Company, 2002.</p>
<p>Chapter or other part of a book</p>	<p>⁵ Dale T. Irvin, “The Terror of History and the Memory of Redemption: Engaging the Ambiguities of the Christian Past,” in <i>Surviving Terror: Hope and Justice in a World of Violence</i>, ed. Victoria L. Erikson and Michelle Lim Jones (Grand Rapids, Michigan: Brazos Press, 2002), 43.</p>	<p>Irvin, Dale T. “The Terror of History and the Memory of Redemption: Engaging the Ambiguities of the Christian Past.” In <i>Surviving Terror: Hope and Justice in a World of Violence</i>. Ed. Victoria L. Erikson and Michelle Lim Jones. Grand Rapids, Michigan: Brazos Press, 2002.</p>

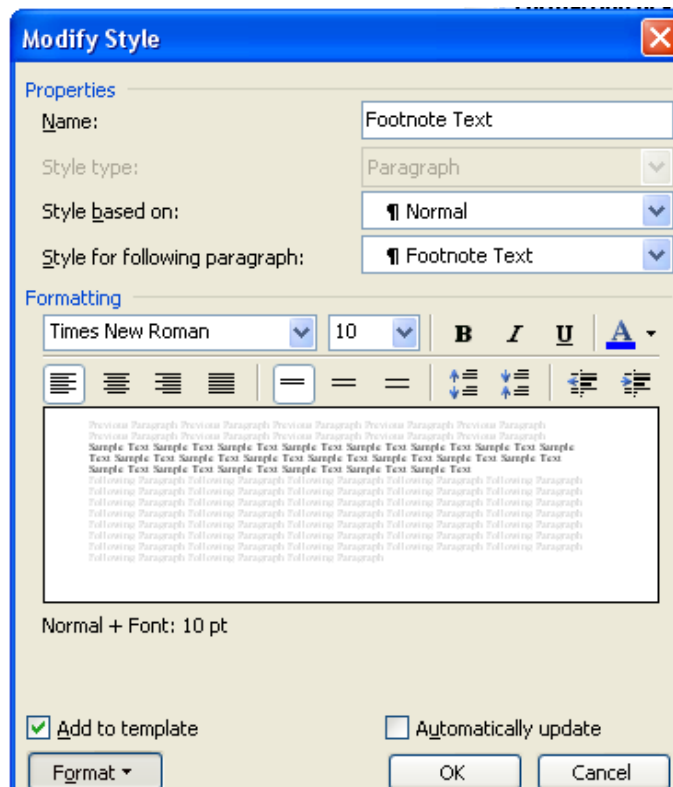
	Footnote	Bibliography
Article in a print journal	⁸ Obery Hendricks, "The Domestication of Martin Luther King," <i>The AME Review</i> (April-June 1998): 53.	Hendricks, Obery. "The Domestication of Martin Luther King." <i>The AME Review</i> (April-June 1998): 51-59.
Popular magazine article	²⁹ Steve Martin, "Sports-Interview Shocker," <i>New Yorker</i> , 6 May 2002, 84.	Martin, Steve. "Sports-Interview Shocker." <i>New Yorker</i> , 6 May 2002.
Newspaper article	¹⁰ William S. Niederkorn, "A Scholar Recants on His Shakespeare Discovery," <i>New York Times</i> , 20 June, 2002, Arts section, Midwest edition.	Newspapers usually do not appear in bibliographies (See Turabian 11.44)
Book review	¹ Obery Hendricks, "The Hand That Interprets Controls History," review of <i>Stony the Road We Trod</i> , edited by Cain Hope Felder, <i>Sojourners</i> 22 (December, 1993): 46.	Hendricks, Obery. "The Hand That Interprets Controls History." Review of <i>Stony the Road We Trod</i> , edited by Cain Hope Felder. <i>Sojourners</i> 22 (December, 1993): 46-47.
CD-ROM Book	¹⁵ James Cone, <i>A Black Theology of Liberation</i> (Maryknoll, New York: Orbis Books, 2005), 112, CD-ROM.	Cone, James. <i>A Black Theology of Liberation</i> . Maryknoll, New York: Orbis Books, 2005. CD-ROM.
Online Journal article in a full text database	¹¹ Irvin, Dale T. "Towering Figures and Stirring Words: Reflections on the Lectionary Readings for August 2005." <i>Living Pulpit</i> 14, no. 3 (July 2005): 30. <i>ATLA Religion Database with ATLASerials</i> , EBSCOhost (accessed July 22, 2009).	Irvin, Dale T. "Towering Figures and Stirring Words: Reflections on the Lectionary Readings for August 2005." <i>Living Pulpit</i> 14, no. 3 (July 2005): 28-32. <i>ATLA Religion Database with ATLASerials</i> , EBSCOhost (accessed July 22, 2009).
Web Page	New York Theological Seminary, "Resources on the Web," http://www.nyts.edu/resources-on-the-web (accessed November 12, 2003).	New York Theological Seminary. "Resources on the Web." http://www.nyts.edu/resources-on-the-web (accessed November 12 2003).
Online Dictionary or Encyclopedia	"baptism," <i>Merriam-Webster Online Dictionary</i> , http://www.merriam-webster.com/dictionary/baptism (accessed June 3, 2009).	Well known dictionaries and encyclopedias Newspapers usually do not appear in bibliographies

Appendix B: Changing Footnote Style

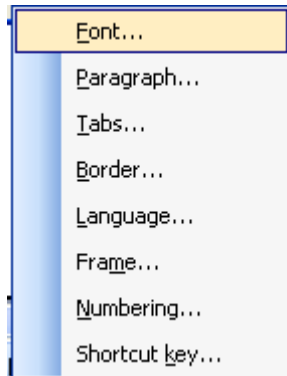
- 1) Open Styles (this will depend on your version of Word. You will either go to Format, Styles and Formatting, or if 2007, will press the arrow to the right of styles to see all styles.



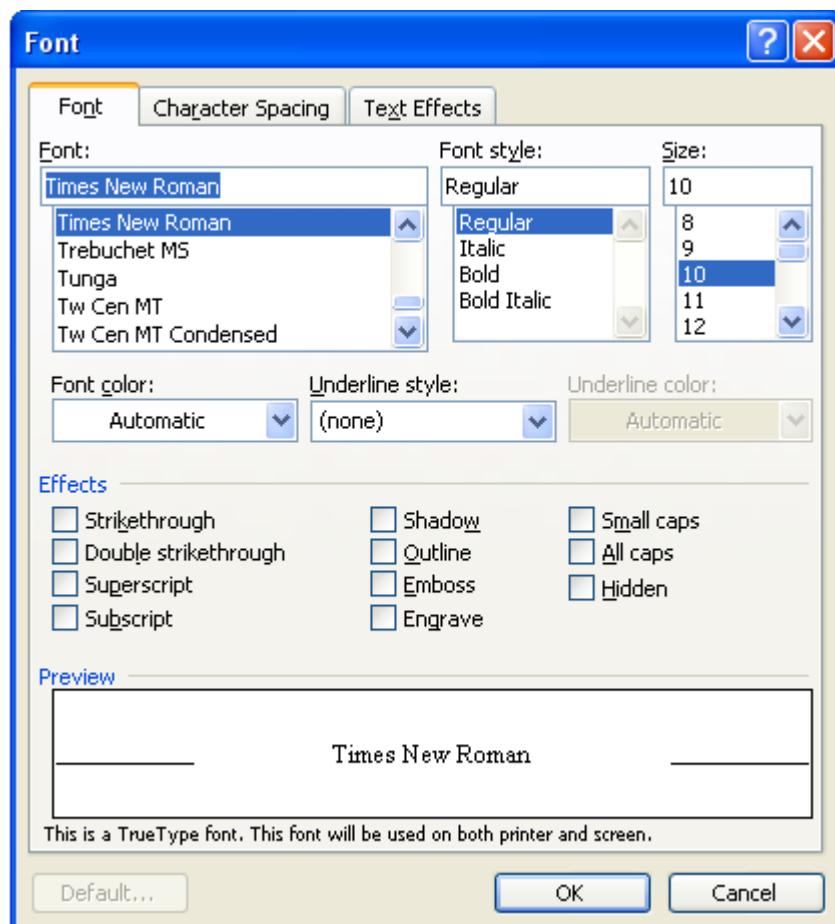
- 2) Place your cursor in a footnote and you will see that the format box says “Footnote Text,” and an arrow appears on the right.
- 3) Press the arrow and select Modify.



- 4) Check the box “Add to Template”
- 5) Select format at the lower left hand corner

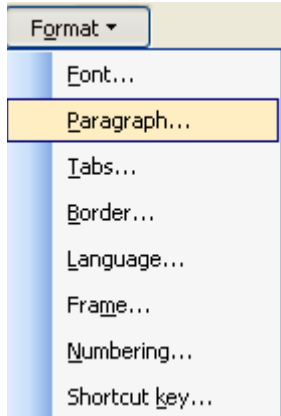


6) Select Font.

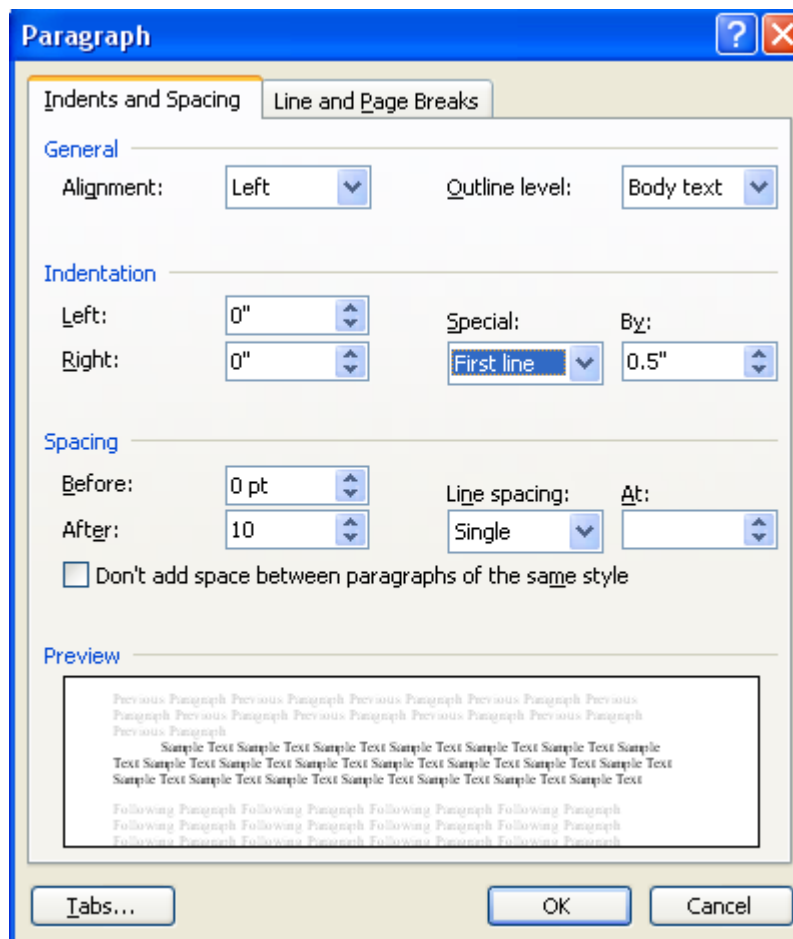


7) Change the font to Times New Roman 10.

8) Select OK



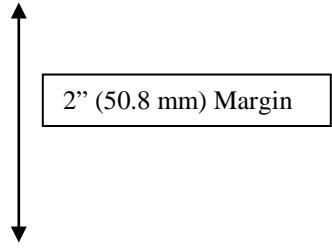
9) Click on Format and Select Paragraph



10) Change settings to match above and select OK

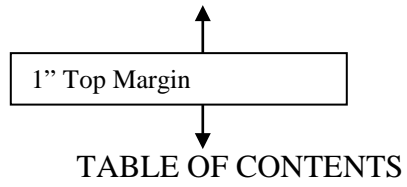
11) Select OK to return to your document

**APPENDIX C:
SAMPLE PAPER**



A MISSION FILLED EXISTENCE:
MY LIFE IN FOUR CHAPTERS

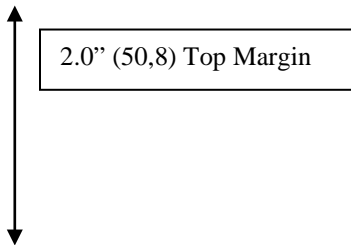
Lulu Larkins
TTU100
Introduction to Theological Education
March 12, 2009



CHAPTER 1: I WAS BORN.....1

APPENDIX A: USING GOOGLE BOOKS.....3

BIBLIOGRAPHY.....4



CHAPTER 1

I Was Born

I was raised in a small farming community in West Texas. My grandparents and parents were farmers and ranchers who embodied a profound Christian faith, one that focused on living life fully and well. The main point of their daily prayers was an invocation to be mindful of the needs of other people. When I returned home each year, I was eager to see what avenues of service were central in their lives.

When I was ten years old, my father died in a horrible accident that left our family deeply
← 1.0" (25.4 mm) Margin →
parent brought us together in ways that were 1.0" (25.4 mm) Margin → younger
sister, Joanna, but it very well, "Dad worked hard to care for this land. He lives with us for as
long as we care for it."²

I never imagined at that time that I would be attending a seminary, and certainly not in New York City. I assumed that I would continue working on the farm and that I would marry and become a part of that community. New York City was one of those places that we talked about in hushed tones, as if it might materialize if we spoke too loudly. But it did materialize and in a way that I could not envision. My interest in social justice made NYTS the ideal place to do my work, surrounded by men and women who saw the ministry as part of God's plan to bring the Kingdom of God into being.

² John Tall, *The Corn* (New York: NYTS, 1955), 54.

↑
↓

All Margins 1.0" (25.4 mm) Only the first page of a chapter has a 2" top margin

In my definition a negotiated space is limited to ownership, but is an

ongoing process of legal, imaginative and social exchanges. I use the term space rather than place because whereas place is a fixed quantity, place is both fluid and dynamic in nature.

Negotiated spaces, then, are those that are never finalized, as they are always in the process of negotiation and are never limited to place.³ The concept of negotiated spaces is especially

interesting at a time of globalization when ideas of territoriality are being radically revised.⁴ No longer are parish churches serving a stable and local population, the ideas of neighborhoods and

populations are neither stable nor are they necessarily local. Employees of transnational

corporations, immigrants (both documented and undocumented), foreign students, etc. are calling into question the very concepts of local and national territories. "Between 1970 and 2000, the

total foreign-born population [of New York City] nearly doubled, from 1.44 million to 2.87 million."⁵ This tremendous increase is even more impressive because the percentage of

European immigrant significantly. The fact that 20% of our students are citizens of other

countries are only visiting this space until they take their ministry to their own countries, upsets even the idea that our campus has a reality that is limited to the city. Foreign students and

peripheral people have always been in the process of negotiating spaces. More than any other city, New Yorkers increasingly inhabit negotiated spaces.

³ Jerry Reisig, "Negotiating Spaces: A Paradigm for Networked Library Services" (DMin Project, New York Theological Seminary, 2010).

⁴ Thomas Fuller, "The Globalization of Space: Territory and Regionalism in the 21st Century, *Journal of Architecture* 13, no. 4 (Spring 2008): 201,

⁵ Jerry Reisig, *Census of New York* (New York: Globrots Pub., 2009), 25.

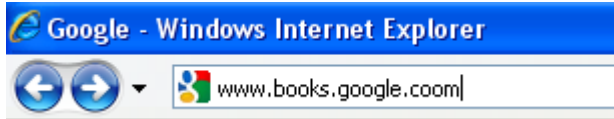


Top Margins 1.0" (25.4 mm)

APPENDX A: Using Google Books

The mission of Google Books is to “organize the world’s information and to make it universally accessible and useful.”⁶ The ultimate goal of the project is to provide access to any book ever published, by making agreements with publishers and scanning major academic libraries such as Harvard, Michigan and Stanford.

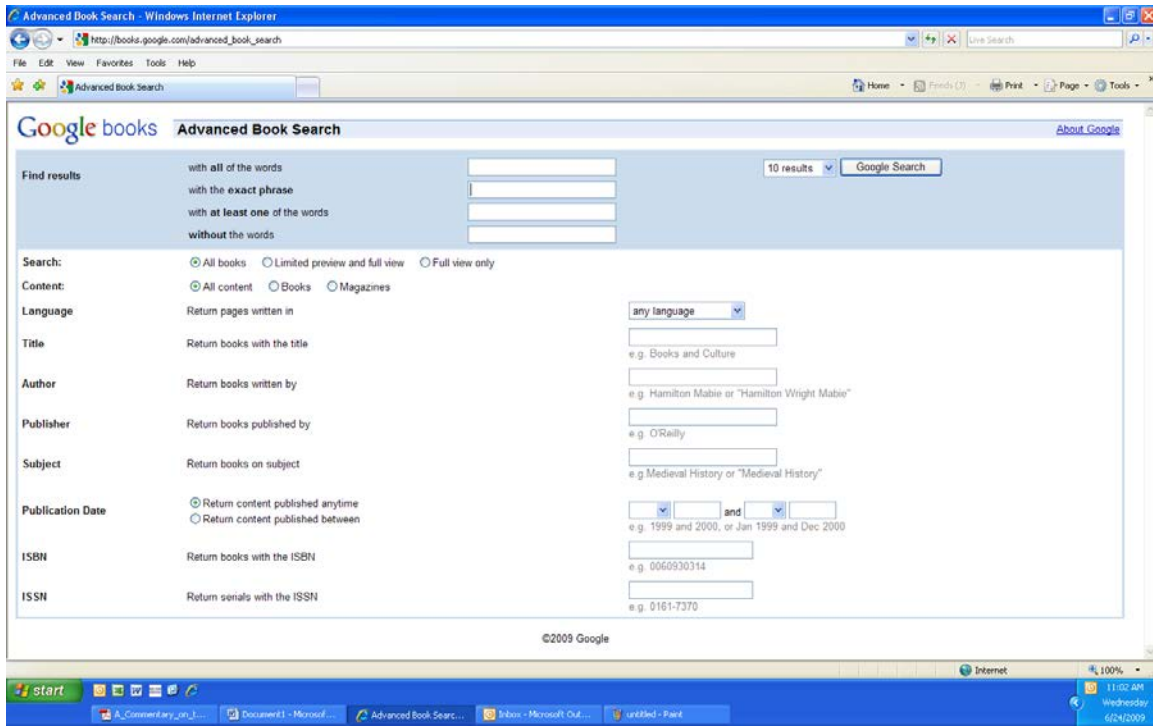
At this time there are millions of books online that allow at least come access by an Internet user. This exercise will show how to perform a basic book search.



1. At the address bar of your search engine, type in www.books.google.com and **Enter**



The search bar looks very much like the standard Google bar. If you wanted, you could type in the information here, but it is more efficient to use the **Advanced Book Search** to the right of the Search Books button.



⁶ Larry Page, “Secrets of success,” <http://www.ycombinator.com/pagequotes.txt> (accessed January 6, 2009).



1" Margin (25.4 mm) Top Margin

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When a bibliography cites more than one book by the same author, the author's name appears only in the first entry. In subsequent entries by the same author, the author's name is replaced by 8 underline spaces.