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 or 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.

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

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”. 

CHAPTER 1
INTRODUCTION TO THE SETTING

Dr. Elia Emmanuel Church in Knokke, New York

The church is located in a neighborhood that has historically been predominantly African American. The church was founded in 1956 as an African American congregation. In 1960, the church became a Roman Catholic church. In 1961, the church was purchased by Rev. Canon Harry from the Episcopal Church for the current charge. Despite the church's humble beginnings, it has developed into a vibrant and active community. The church has a large congregation of over 300 members, and its services attract a diverse group of people from all walks of life. The church's mission is to provide spiritual support and guidance to those in need, and it has a strong emphasis on community service and outreach. The church's focus is on providing a welcoming and inclusive environment for all who seek to connect with God and their fellow community members. The church's dedication to serving the community is evident in its many ongoing projects and initiatives, which aim to address the needs of those in the neighborhood.
Subsequent Pages of Text

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

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

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 ever 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:

Jerry 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:

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

Subsequent occurrences:


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.”)


Ibid., 7.

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

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:**


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.


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

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

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.

<table>
<thead>
<tr>
<th>Footnote</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One Author</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Two Authors</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Four or more authors</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Editor, translator, or compiler instead of author</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Chapter or other part of a book</strong></td>
<td></td>
</tr>
<tr>
<td>Source Type</td>
<td>Footnote</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
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.

![Styles and Formatting dialog box]

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.

![Modify Style dialog box]

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
TABLE OF CONTENTS

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 scarred. Yet, this accident brought us together in ways that were unimaginable. My younger sister, Joanna, put it very well, “Dad worked hard to care for this land. He lives with us for as long as we care for it.”

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.

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2 John Tall, The Corn it is Green (Jewel, Nebraska: Farm Machinery Publications, 1945), 54.
In my definition a negotiated space is one which is not 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. The concept of negotiated spaces is especially interesting at a time of globalization when ideas of territoriality are being radically revised. 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." 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.

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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 some 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.


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.