

MCAFEE SCHOOL OF THEOLOGY STYLE GUIDE REVISED FALL 2010

based on Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed. Chicago: The University of Chicago Press, 2007.

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SECTION I: GENERAL FORMATTING GUIDELINES

1.1 TITLE PAGE

Every paper submitted to the faculty of the McAfee School of Theology will include a Title Page in the proper format (notice the ALL CAPS and the spacing between items):

McAFEE SCHOOL OF THEOLOGY

PAPER TITLE--SINGLE SPACE IF THE TITLE OF THE PAPER EXCEEDS ONE LINE IN LENGTH

A PAPER SUBMITTED TO

NAME OF PROFESSOR(S)

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR

FULL NAME OF COURSE WITH COURSE NUMBER

MASTER OF DIVINITY or DOCTOR OF MINISTRY

BY

YOUR NAME

ATLANTA, GEORGIA

MONTH YEAR

1.2 PAGE NUMBERING

The Title Page will have no page number, but it will count as "page i."

If you include a Table of Contents (see 1.4.7), it will be numbered (and printed on the bottom center of the page) as Roman Numeral "ii."

The Body of the Paper and the Bibliography will be numbered with successive Arabic Numerals, beginning with 1.

Page 1 will be numbered at the bottom center of the page; all subsequent pages will be numbered in the upper right hand corner.

DISPLAYING DIFFERENT PAGE NUMBERING FORMAT ON PAGE 1 IF YOU DO NOT INCLUDE THE TITLE PAGE IN YOUR DOCUMENT:

In Word 2003:

1. Place Cursor at beginning of page 1
 - choose View
 - choose Header and Footer
 - move Cursor to Footer
 - on Header & Footer Toolbar, select Page Set-up
 - choose Layout
 - choose Different First Page and click OK
 - choose Insert
 - choose Page Number
 - choose Center and click OK
 - close Header & Footer Toolbar

2. Place Cursor at beginning of page 2
 - choose View
 - choose Header and Footer
 - leave Cursor on Header
 - choose Insert
 - choose Page Number
 - choose Right and click OK
 - close Header & Footer Toolbar

In Word 2007:

- on the Insert Tab
- choose Page Number in the Header and Footer box
- choose Top of Page, Plain Number 3 (right alignment)
- in the Design tab, choose Different First page in the Options box
- go to Footer on the First Page of the document
- on the Insert Tab
- choose Page Number in the Header and Footer box.
- choose Bottom of Page, Plain Number 2 (center alignment)

AND ALL SHOULD BE WELL!!!!

1.3 MARGINS

Each page of the paper will have a 1" margin on all sides—including the FIRST page of the paper and the Bibliography.

Page Numbers must be placed at the 1" margin.

To format for a 1" placement of the Page Numbers:

In Word 2003:

- choose File
- choose Page Set-Up
- choose Layout tab
- under Headers & Footers, From Edge, set to 1"
- click on OK or Default

In Word 2007:

- on the Page Layout Tab
- expand Page Set-Up dialogue box
- under Headers & Footers, From Edge, set to 1"
- click on OK or Default

1.4 GENERAL FORMATTING ISSUES

1.4.1 All papers will be in 12pt type.

1.4.2 All papers will be double-spaced, with no additional space between paragraphs.

To format for no additional space between paragraphs:

In Word 2003:

- Format
- Paragraph
- set "Spacing" before and after to 0"

In Word 2007:

- from the Home Tab
- expand Paragraph box
- set "Spacing" before and after to 0"

or

- from Page Layout Tab
- in Paragraph box
- set "Spacing" before and after to 0"

1.4.3 Paragraphs will be indented .5 inches from the beginning of the 1" margin.

1.4.4 Paragraphs will contain a minimum of three sentences. The first line of a paragraph should not appear alone at the bottom of a page (a "widow"), and the last line of a paragraph should not appear alone at the top of a page (an "orphan").

To format for Widow/Orphan Control:

In Word 2003:

- choose Format
- choose Paragraph
- choose the Line and Page Breaks Tab
- check "Widow/Orphan Control," then OK or Default

In Word 2007:

- on the Page Layout Tab
- expand the Paragraph dialogue box
- choose the Line and Page Breaks Tab
- check "Widow/Orphan Control," then OK or Default

1.4.5 Indented quotes (see below, Section 1.5) will be indented .5 inches from the left margin and single spaced.

1.4.6 Headings will be in the following format:

If you use three or fewer heading levels, then the format will be:

- First Level Centered, Important Words Capitalized
- Second Level On Left Margin, Italicized, Important Words Capitalized
- Third Level Indented .5" from Left margin, Italicized, all lower case.
Text will begin directly after the heading.

If you use four heading levels, then the format will be:

- First Level Centered, Important Words Capitalized
- Second Level Centered, Italicized, Important Words Capitalized
- Third Level On Left Margin, Italicized, Important Words Capitalized
- Fourth Level Indented .5" from Left margin, Italicized, all lower case.
Text will begin directly after the heading.

Standard Double Spacing before and after headings.

1.4.7 Tables of Contents

If you are writing a paper with section headings, a Table of Contents is very helpful to your reader.

The format for Tables of Contents is as follows:

Center title 1" from top margin.

First-level Headings on left margin.

Second-level Headings .5" indented.

Third-level Headings 1" indented.

All headings should be typed word-for-word and cap-for-cap as they appear in your paper.

Double space between First-level headings; single space between Second- and Third-level headings.

Add leading dots between heading and page number.

If you add a Table of Contents, remember that it is page numbered Roman Numeral "i" at the bottom center of the page, and the first written page of your paper is "1," bottom center. See Page Numbering (1.2).

Sample Table of Contents

TABLE OF CONTENTS	
First Level Heading	1
First Level Heading	3
Second Level Heading	5
Second Level Heading	7
First Level Heading	9
Second Level Heading	10
Third level heading	12
Third level heading	14
Second Level Heading	16
First Level Heading	18
Bibliography	25

Formatting for Leading Dots:

In Word 2007:

- on Ruler Line at top of document
- Set Tabs at .5" and 1" and at 6"
- from Home Tab
- expand Paragraph Box
- choose Tabs
- highlight 6"
- at bottom of box, choose Leader 2 (...)
- choose set
- close box
- to add leading dots in the Table of Contents, press the Tab Key after typing the Heading Title

1.5 QUOTATIONS

Any quotation of three or more words will be properly footnoted.

Quotations of less than 4 lines will be included in the body of the text and formatted with double quote marks.

Quotations of 4 lines or more will be formatted as Block Quotations:

- double spaced below previous text
- indented .5 inches from the left margin
- single-spaced
- NOT marked with double quote marks
- double spaced above the following text

SOURCES NOT CITED IN THIS MANNER WILL BE VIEWED AS PLAGIARISM AND WILL RESULT IN A FAILING GRADE FOR THE PAPER.

NOTE:

If you are summarizing or reviewing a book or journal article, you may use parenthetical references to refer to the work being summarized or reviewed. Thus, for instance, you may use the following in a summary of John Barton's "Difficulties in the Text."

Barton states that perceptions of errors in the biblical text may be "errors of perception by the reader" (p. 10).

1.6 QUOTATION MARKS

Use double quote marks when quoting directly from a cited work **WITHIN THE BODY OF YOUR PAPER** (See 1.5 for block quotations).

When "quoting within a quote," use single quote marks.

Double or single quote marks may be used when using special terms such as 'practical theology,' or "source theory." **JUST BE CONSISTENT WITHIN THE BODY OF THE PAPER.**

Quote marks (double or single) and footnote references will always be placed **OUTSIDE** of Commas and Periods.

- Gunkel states, "Read from beginning to end,"¹ and this author . . .
- 'practical theology.'¹ Another school of thought . . .

Quote marks (double and single) and footnote references will always be placed INSIDE of Colons and Semi-Colons.

- 'practical theology'¹; and
- the end"¹: another school of thought . . .

What about Question Marks and Exclamation Points? If the Question Mark or Exclamation Point is part of the quote, then it will be placed INSIDE the Quotation Mark. If not, then it will appear OUTSIDE the Quotation Mark.

- Gunkel asks, "What about the laments in Chronicles?"¹ Mowinckel states . . .
- How does Mowinckel analyze Gunkel's genre "laments in Chronicles"?¹ Most believe . . .

1.7 BULLETED AND NUMBERED LISTS:

Bulleted and Numbered lists placed vertically within your text should be off-set from the left margin by .5 inches. Double space between the text and the list, but single space within the list.

If the items in the list are complete sentences, begin each with a capital letter and include appropriate punctuation (most likely periods). If the items are not complete sentences, then begin each with a lower case letter and no punctuation is used.

When the ancient Israelites left Egypt, they

- crossed the Reed Sea
- grumbled in the wilderness
- met God at Mt. Sinai
- traveled to the borders of the Promised Land
- mourned the death of Miriam

When the ancient Israelites left Egypt,

- They crossed the Reed Sea.
- God gave them manna and quail when they were hungry.
- Moses met with God on Mt. Sinai.

When a numbered list is included in the main body of the paper, the list is preceded by a colon. Each number is placed in parenthesis. If each item within the list has no punctuation, then place a comma between the items of the list. If any item within the list contains punctuation, then place a semicolon between the items of the list.

When the ancient Israelites left Egypt, they: (1) crossed the Reed Sea, (2) grumbled in the wilderness; (3) met God at Sinai, and (4) mourned the death of Miriam.

When the ancient Israelites left Egypt, they: (1) crossed the Reed, or Red, Sea; (2) grumbled in the wilderness; (3) met God at Sinai, or Horeb; and (4) mourned the death of Miriam.

1.8 ELLIPSES

Any omission of words, phrases, or paragraphs in quoted passages is shown by three period dots.

Each period dot will be preceded by a space.

A space will follow the last period dot if a word follows in the original quotation.

Two spaces will follow the last period dot when the elliptical quotation moves from one sentence to the next. If the quotation ends with one sentence and continues in the middle of a following sentence or if an entire sentence is omitted, then four ellipsis dots are used, with a double space occurring after the first one.

Period dots will always appear **INSIDE** the Quotation Marks.

The Original Sentences: *"They ministered to their patients with knowing acceptance. And the patients appreciated their honest care. But the pain was always with them."*

- O'Connor writes, "They ministered . . . with knowing acceptance."¹
- O'Connor writes, "They ministered to their patients . . ."¹
- O'Connor writes, "They ministered to their patients . . . And the patients appreciated their honest care."¹
- O'Connor writes, "They ministered to their patients with knowing acceptance. . . . But the pain was always with them."¹

1.9 SCRIPTURE CITATIONS

When referring to a biblical book or to a whole chapter in a book in the main text of your paper, spell out the book name. Note that the current convention is to **NOT** capitalize the word "book."

- In the book of Jeremiah, we read that Jeremiah protests the indifference of the people.
- In Jeremiah 26, we read that Jeremiah protest the indifference of the people.

When referring to a specific passage from a biblical book in the main text of your paper, abbreviate the book name, using the abbreviations listed below—with no

period.

- In Jer 26:2-3, we read that Jeremiah protests the indifference of the people.

If, however, the passage being referenced begins the sentence, then spell out the book name (General Rule: Never begin a sentence with an abbreviation).

- Jeremiah 26:2-3 tells us that Jeremiah protests the indifference of the people.

When referring to a chapter or verse(s) of a biblical book in parentheses or in a footnote, always abbreviate the name, again with no period. Spell out the book name, however, when referring to the entire book.

- In the book of Jeremiah, the prophet protests the indifference of the people of Jerusalem (Jer 26; Jer 32; Jer 44:8-12).
- ¹ In Jer 26, we read that the Jeremiah protests the indifference of the people.
- ² In the book of Jeremiah, we read that the prophet protests the indifference of the people.

But (see above):

- ¹Jeremiah 26:4-9 tells us that Jeremiah protests the indifference of the people.

When citing a series of passages from biblical books, whether in the main text of your paper or in parentheses or a footnote, place a "comma" between verse references from the same chapter and place a "semi-colon" between different chapter or different book citations:

- In Jer 34:6, 7, 10; 38:4, 8; Ruth 1:3; and 4:2, we observe . . .
- The book of Jeremiah contains many complaints against Israel's apostasy (Jer 12:1, 4; 14:36; 15:5, 7; 16:2).

Punctuation for a sentence that contains a parenthetical biblical reference or page number will be in the following format: The Quotation Mark is placed at the end of the quotation; the Period is placed at the end of the full sentence (including the parenthetical reference).

- "Stephen, full of grace and power, did great wonders and signs among the people" (Acts 6:8).
- Barton maintains that there is no one correct way to read the biblical text (p. 65).

NOTE: In chapter and verse citations, either a colon or a period is acceptable. **JUST BE CONSISTENT!**

- Acts 6:8 or Acts 6.8
- Gen 12:54 or Gen 12.54

Abbreviations for Biblical Books—always *without* a period:

Gen	Nah	1-2-3-4 Kgdms	John
Exod	Hab	Add Esth	Acts
Lev	Zeph	Bar	Rom
Num	Hag	Bel	1-2 Cor
Deut	Zech	1-2 Esdr	Gal
Josh	Mal	4 Ezra	Eph
Judg	Ps (<i>pl.:</i> Pss)	Jdt	Phil
1-2 Sam	Job	Ep Jer	Col
1-2 Kgs	Prov	1-2-3-4 Macc	1-2 Thess
Isa	Ruth	Pr Azar	1-2 Tim
Jer	Cant	Pr Man	Titus
Ezek	Eccl (<i>or</i> Qoh)	Sir	Phlm
Hos	Lam	Sus	Heb
Joel	Esth	Tob	Jas
Amos	Dan	Wis	1-2 Pet
Obad	Ezra	Matt	1-2-3 John
Jonah	Neh	Mark	Jude
Mic	1-2 Chr	Luke	Rev

The following abbreviations may be used, always preceded by “the,” and with no punctuation.

HB	Hebrew Bible	OT	Old Testament
MT	Masoretic Text	QL	Qumran Literature
NT	New Testament	LXX	Septuagint
(O)G	(Old) Greek	VL	Vetus Latina
OL	Old Latin	Vg	Vulgate

The following may also be used, always followed by a period:

chap(s).	chapter(s)	n(n).	note(s)
col(s).	column(s)	p(p).	page(s)
ep(s).	epistle(s)	pl(s).	plate(s)
frg(s).	fragment(s)	v(v).	verse(s)

NOTE:

To alert your readers which biblical translation or version you are quoting from, footnote the first occurrence with a note such as "All scripture citations are from the New Revised Standard Version unless otherwise noted."

1.10 NUMBERS AND DATES

Spell out all numbers through one hundred and any of the whole numbers followed by *hundred*, *thousand*, etc. The general rule is: If you can write the number in two words, then spell it out. If the number appears at the beginning of a sentence, then it always will be spelled out. (But references to chapters in biblical books are never spelled out.)

- The words '*ben adam*' occur in the book of Ezekiel some seventy-three times.
- About three thousand years ago, the land of Canaan entered the Iron Age.
- Of the 150 psalms in the Psalter, over half are attributed to David.
- In Numbers 1, we read that the descendants of Zebulun numbered 57,400.
- One hundred seventy-six verses make up Psalm 119.

The rule applies to ordinal numbers as well.

- In the seventy-second occurrence of the words '*ben adam*' in the book of Ezekiel . . .
- On the 125th (122d, 123d) anniversary of Martin Luther's death . . .
- First Samuel 24 states . . .

The accepted designations for the eras of time are as follows:

Prior to "0"— BCE "before the common era" in small caps.
 After "0"— CE "common era" in small caps.

To format small caps:

In Word 2003

- type characters in lower case
- highlight the text
- Format
- Font
- select Small Caps

In Word 2007

- before typing characters
- from Home Tab
- in Font Box
- reduce Font Size by two points
- type characters in upper case

For references to centuries and specific dates, use the guidelines for writing numbers given above.

- In the seventh century BCE, the Babylonians . . .
- In 738 BCE, Esarhaddon . . .

NOTE: Words such as "seventh century," "twentieth century," and "twenty-first century" may be used as nouns or as adjectives.

- When they are used as nouns, no hyphen is used before the word "century."
- When they are used as adjectives, a hyphen is used before the word "century."
- In the seventh century BCE, the Babylonians conquered the Assyrians.
- The seventh-century BCE Babylonians conquered the Assyrians.
- In the twenty-first century CE, Americans . . .
- In twenty-first-century America, people . . .

AND --

- In the mid-seventh century BCE, the Babylonians conquered the Assyrians.
- The mid-seventh-century BCE Babylonians conquered the Assyrians.

References to decades will be formatted as follows (with no apostrophe):

- In the 1970s, Brevard Childs called for a new approach to reading scripture . . .
- In the 1380s BCE, Israel was not constituted as a state.

Percentages are to be written as Arabic numbers with the % sign except at the beginning of a sentence:

- Gunkel notes that 53% of the psalms in the Psalter are laments.
- Fifty-three percent of the psalms in the Psalter are laments.

SECTION II: GUIDELINES FOR FOOTNOTES AND BIBLIOGRAPHY

2.1 FOOTNOTE CITATIONS

- will be placed at the conclusion of the body of the text on each page
- will be separated from the body of the text with a dividing line
- will be in 12 pt type, just as the body of the paper
- will begin with an indented superscripted number
- will be single-spaced within the footnote
- will have a 10pt space between footnotes (see below)
- will be numbered consecutively beginning with "1" within each chapter of a multi-chapter work

TO FORMAT FOOTNOTES:

In Word 2003:

At first Footnote Citation in your Paper:

- Insert
- Reference
- Footnote
- under Location, choose Below Text from pull-down menu

In the Footnote Text area, before you type anything:

- Format
- Styles and Formatting
- right click on Footnote Text
- choose Modify
- in the dialogue box, choose Format, Paragraph
- in the dialogue box, under Indentation, set Special to First Line by .25"
- under Line Spacing, choose Single and Set After to 10 pt.

Make sure that the Font in the Modify Style Window is 12 pt.

In Word 2007:

- choose References
- choose Insert Footnote in the Footnotes box
- Right Click in the footnote text area
- choose Paragraph
- in the Dialogue Box, under Indentation, set special to First line by .25"
- under Line Spacing, choose Single and Set After to 10 pt. and click OK

Make sure that the font is 12 pt.

- Right Click in the footnote text area
- choose Font
- check or change Font size and click OK

2.2 BIBLIOGRAPHY CITATIONS

- will be placed at the conclusion of the paper
- will be titled with BIBLIOGRAPHY (all caps) centered 1" from the top of the page
- will be formatted as HANGING INDENT
- will be single spaced within the bibliographic entry
- will be double spaced between bibliographic entries
- will be in alphabetical order

The bibliography pages will be numbered continuously with the pages of the paper.

To Format a Hanging Indent:

In Word 2003:

before you type any Bibliographic Entry

- Format
- Paragraph
- under Indentation, choose Special, then Hanging
- OK

In Word 2007:

before you type any Bibliographic Entry

- from the Home Tab
- expand the Paragraph Dialogue Box
- under Indentation, choose Special, then Hanging
- OK

2.3 SAMPLE FOOTNOTES AND BIBLIOGRAPHY:

The first footnote reference in a paper or in each chapter of a paper must be a full citation of the source.

If the reference immediately following is to exactly the same source, then "Ibid." (always with a period) will be used. Only cite a page number with "Ibid." (always with a period AND a comma) if the page referred to is different from the previous footnote.

If a different reference intervenes between two citations of the same source, then a shortened citation form may be used for the second reference. Do not use "op. cit."

2.3.1 When referring to series of page numbers in footnotes and bibliographies, the rules are set based on the FIRST NUMBER in the series:

IF THE FIRST NUMBER IS	USE THIS FOR THE SECOND NUMBER	EXAMPLES
less than 100	use all digits	3-10, 71-72, 96-117
100 or multiples of 100	use all digits	100-104, 600-698, 1100-1123
multiples of 100, ending with 01-09	use changed part only, omitting unneeded zeros	107-8, 1002-6, 406-9, 406-49
multiples of 100, ending with 10-99	use two digits or more to reflect changed part	321-25, 415-532, 1536-38, 11234-35, 1245-359

2.3.2 City and Publisher Names.

Generally speaking, the city name of the publisher is all that is required in footnote and bibliography citations. If a state name is included (if an informed reader of your work might not know the state), use the two-letter postal abbreviation. If a country name is included, spell it out in full. **BUT BE CONSISTENT!**

For publisher names, include as much as is necessary to identify the publisher. Again, **BE CONSISTENT!**

2.3.3 Sample Footnotes and Bibliography:

¹⁰ Mark D. Given, "Restoring the Inheritance in Romans 11:1," *Journal of Biblical Literature* 118 (Spring 1999): 90.

¹¹ Ibid., 93.

¹² Ibid.

¹³ Nancy L. deClaissé-Walford, "The Canonical Shape of the Psalms," in *An Introduction to Wisdom Literature and the Psalms: Festschrift Marvin E. Tate*, ed. H. Wayne Ballard, Jr., and W. Dennis Tucker, Jr. (Macon: Mercer University Press, 2000), 98.

¹⁴ Jerry Adler, "How the Dinosaurs Lived—And Died," *Newsweek Magazine*, 27 June 2005, 44.

¹⁵ Given, "Romans 11:1," 92.

¹⁶ Adler, "Dinosaurs," 46.

¹⁷ Ibid.

¹⁸ deClaissé-Walford, 99.

²⁰ Ibid., 100-103.

Sample Bibliography for the above Footnote Citations:

Adler, Jerry. "How the Dinosaurs Lived—And Died." *Newsweek Magazine*, 27 June 2005, 44.52.

deClaissé-Walford, Nancy L. "The Canonical Shape of the Psalms." In *An Introduction to Wisdom Literature and the Psalms: Festschrift Marvin E. Tate*, ed. H. Wayne Ballard, Jr., and W. Dennis Tucker, Jr., 93-110. Macon: Mercer University Press, 2000.

Givens, Mark D. "Restoring the Inheritance in Romans 11:1." *Journal of Biblical Literature* 118 (Spring 1999): 89-96.

DETAILED INSTRUCTIONS FOR FORMATTING FOOTNOTES AND BIBLIOGRAPHY:

These guidelines provide the information you will need for Footnote and Bibliography formatting for the majority of the sources you will consult in writing a paper or thesis. The guidelines do not cover *every* instance. See Turabian 7th ed., chapter 17, for information on formatting other sources.

UNDER EACH NUMBERED DESCRIPTION BELOW, THE FIRST ENTRY IS THE FOOTNOTE FORMAT;
THE SECOND ENTRY IS THE BIBLIOGRAPHIC FORMAT.

2.4 BOOKS WITH ONE AUTHOR:

Footnote:

¹ James L. Crenshaw, *The Psalms: An Introduction* (Grand Rapids: Wm. B. Eerdmans, 2001), 6-7.

Bibliography:

Crenshaw, James L. *The Psalms: An Introduction*. Grand Rapids: Wm. B. Eerdmans, 2001.

2.5 BOOKS WITH MORE THAN ONE AUTHOR (List all of the names of the authors; do not use et al.):

Footnote:

² James L. Crenshaw, Marti Steussy, and Norman Gottwald, *A History of Israel* (Grand Rapids: Wm. B. Eerdmans, 2001), 123-24.

Bibliography:

Crenshaw, James L., Marti Steussy, and Norman Gottwald. *A History of Israel*. Grand Rapids: Wm. B. Eerdmans, 2001.

2.6 BOOKS EDITIONS OTHER THAN FIRST (rev. ed., 1st ed., 2d ed., etc):

Footnote:

² Bernhard W. Anderson, *Out of the Depths: The Psalms Speak for Us Today*, 3d ed. (Louisville: Westminster John Knox Press, 2000), 301-2.

Bibliography:

Anderson, Bernhard W. *Out of the Depths: The Psalms Speak for Us Today*, 3d ed. Louisville: Westminster John Knox Press, 2000.

2.7 BOOKS WITH EDITORS (use this entry format only if you are not referring to a specific article in a book with editors):

Footnote:

³ Steven L. McKenzie and M. Patrick Graham, eds., *The Hebrew Bible Today: An Introduction to Critical Issues* (Louisville: Westminster John Knox Press, 1998).

Bibliography:

McKenzie, Steven L., and M. Patrick Graham, eds. *The Hebrew Bible Today: An Introduction to Critical Issues*. Louisville: Westminster John Knox Press, 1998.

NOTE:

When do you use "eds." and when do you use "ed."?

When the editors of the book are listed as its authors, as in 2.7 above, then "eds." is the appropriate abbreviation.

When the editors of the book are listed after the title of the book to indicated "edited by," then "ed." is used, regardless of how many editors are involved.

2.8 BOOKS WITH TRANSLATORS:

Footnote:

⁴ J. P. Fokkelman, *Reading Biblical Poetry: An Introductory Guide*, trans. Ineke Smit (Louisville: Westminster John Knox Press, 2001), 97-107.

Bibliography:

Fokkelman, J. P. *Reading Biblical Poetry: An Introductory Guide*. Translated by Ineke Smit. Louisville: Westminster John Knox Press, 2001.

2.9 BOOKS IN SERIES WITH GENERAL TITLES AND EDITORS:

Footnote:

⁴James L. Mays, *Psalms*, Interpretation: A Bible Commentary for Teaching and Preaching, ed. James L. Mays (Louisville: John Knox Press, 1994), 202-3.

Bibliography:

Mays, James L. *Psalms*. Interpretation: A Bible Commentary for Teaching and Preaching, edited by James L. Mays. Louisville: John Knox Press, 1994.

2.10 BOOKS IN SERIES WITH GENERAL TITLES, EDITORS, AND VOLUME NUMBERS:

Footnote:

⁵Marvin E. Tate, *Psalms 51-100*, Word Biblical Commentary, vol. 20, ed. David A. Hubbard and Glenn W. Barker (Dallas: Word Books, 1990), 5.

Bibliography:

Tate, Marvin E. *Psalms 51-100*. Word Biblical Commentary, vol. 20, edited by David A. Hubbard and Glenn W. Barker. Dallas: Word Books, 1990.

2.11 ARTICLES IN BOOKS WITH EDITORS:

Footnote:

⁶Nancy L. deClaissé-Walford, "The Canonical Shape of the Psalms," in *An Introduction to Wisdom Literature and the Psalms: Festschrift Marvin E. Tate*, ed. H. Wayne Ballard, Jr., and W. Dennis Tucker, Jr. (Macon: Mercer University Press, 2000), 98.

Bibliography:

deClaissé-Walford, Nancy L. "The Canonical Shape of the Psalms." In *An Introduction to Wisdom Literature and the Psalms: Festschrift Marvin E. Tate*. Edited by H. Wayne Ballard, Jr., and W. Dennis Tucker, Jr., 93-110. Macon: Mercer University Press, 2000.

2.12 ARTICLES IN BOOKS WITH GENERAL EDITORS, AND VOLUME NUMBERS:

Footnote:

⁷J. Clinton McCann, Jr., "The Book of Psalms: Introduction, Commentary, and Reflections," in *The New Interpreter's Bible: A Commentary in Twelve Volumes*, vol. IV, ed. Leander E. Keck (Nashville: Abingdon Press, 1996), 650-52.

Bibliography:

McCann, J. Clinton, Jr. "The Book of Psalms: Introduction, Commentary, and Reflections." In *The New Interpreter's Bible: A Commentary in Twelve Volumes*, vol. IV, edited by Leander E. Keck, 639-1280. Nashville: Abingdon Press, 1996.

2.16 BOOK REVIEWS IN JOURNALS:

Footnote:

¹¹J. Andrew Dearman, review of *Joshua: A Commentary*, by Richard D. Nelson, *Journal of Biblical Literature* 118 (Spring 1999): 130-31.

Bibliography:

Dearman, J. Andrew. Review of *Joshua: A Commentary*, by Richard D. Nelson. *Journal of Biblical Literature* 118 (Spring 1999): 130-31.

2.17 SIGNED ENCYCLOPEDIA AND DICTIONARY ARTICLES (use for Bible Dictionary entries in such works as *Eerdmans*, *Mercer*, *Interpreter's*, *New Interpreter's*, and *Anchor*):

Footnote:

¹³Michelle Tooley, "Just, Justice," in *Eerdmans Dictionary of the Bible*, ed. David Noel Freedman (Grand Rapids: Wm. B. Eerdmans, 2000), 757.

Bibliography:

Tooley, Michelle. "Just, Justice." In *Eerdmans Dictionary of the Bible*. Edited by David Noel Freedman, 757-59. Grand Rapids: Wm. B. Eerdmans, 2000.

2.18 UNSIGNED ENCYCLOPEDIA AND DICTIONARY ARTICLES:

Footnote:

⁹*Columbia Encyclopedia*, 6th ed., s.v. "Phoenicians."

No Bibliographic Reference is required.

2.19 ARTICLES IN MAGAZINES AND NEWSPAPERS:

Footnote:

¹¹Jerry Adler, "How the Dinosaurs Lived—And Died," *Newsweek Magazine*, 27 June 2005, 44.

Bibliography:

Adler, Jerry. "How the Dinosaurs Lived—And Died." *Newsweek Magazine*, 27 June 2005, 44-52.

2.20 UNPUBLISHED INTERVIEWS:

Footnote:

¹²Dr. Nancy L. deClaissé-Walford, Associate Professor of Old Testament and Biblical Languages, interview by author, 8 August 2005, tape recording (transcript, e-mail, etc.), McAfee School of Theology, Atlanta.

Bibliography:

deClaissé-Walford, Nancy L., Associate Professor of Old Testament and Biblical Languages. Interview by author, 8 August 2005. Tape recording (Transcript, E-mail, etc.). McAfee School of Theology, Atlanta.

2.21 THESES OR DISSERTATIONS:

Footnote:

¹³Nancy L. deClaissé-Walford, "Reading from the Beginning; The Shaping of the Hebrew Psalter" (Ph.D. diss., Baylor University, 1995), 59-64.

Bibliography:

deClaissé-Walford, Nancy L. "Reading from the Beginning: The Shaping of the Hebrew Psalter." Ph.D. diss., Baylor University, 1995.

2.22 ELECTRONIC SOURCES:

Cite works published on CD- DVD-ROM as you would the analogous printed work.

Journal articles, chapters from books, and books accessed on-line (via ATLA, etc.) should be cited as you would the printed work.

Web Sites: Include as much of the following as possible:

- author
- title
- name of internet source
- complete URL address
- date accessed

Footnote:

¹Joel Green, "Bible, Theology and Theological Interpretations," *SBL Forum*, online: <http://www.sbl-site.org/Article.aspx?ArticleId=308> (accessed 16 Sept 2004).

Bibliography:

Green, Joel. "Bible, Theology and Theological Interpretation." *SBL Forum*. Online: <http://www.sbl-site.org/Article.aspx?ArticleId=308>. (accessed 16 Sept 2004).

SECTION III: GRAMMAR AND STYLE

3.1 FOREIGN WORDS

Foreign words will be represented by italicized type. Remember that all German nouns are capitalized.

- Gunkel attempted to determine the *Gattung* and *Sitz im Leben* of each psalm in the Hebrew Psalter.
- Brueggemann maintains that the *sine qua non* of preaching is the poetic voice.

When citing Hebrew and Greek words, use the Hebrew or Greek character in the body of the text and provide a transliteration (and translation if necessary) in parentheses.

- In Lamentations 1, the city-woman calls upon God to יָרָא (yārā³—see) the plight of the city.

3.2 VERBAL TENSE:

The general rule is: “Text is; event was.”

When referencing existing written material, use the Present Tense.

- Paul tells us in the book of Romans that humanity is saved by grace.
- deClaissé-Walford writes that the book of Psalms narrates a story about ancient Israel.

When referencing a past event, use the Past Tense.

- In approximately 1000 BCE, the ancient Israelites established a nation-state in Palestine.
- deClaissé-Walford wrote in 1995 that the book of Psalms narrates a story about ancient Israel.

When relating the events and actions of a biblical story, you may use either Present Tense or Past Tense. Again, BE CONSISTENT.

- We read in Genesis 12 that God calls Abram and Sarai to journey to the land of Palestine. With little hesitation, they gather their household and set out. When they arrive at Shechem, God appears to them and Abram builds an altar to God.

or,

- We read in Genesis 12 that God called Abram and Sarai to journey to the land of Palestine. With little hesitation, they gathered their household and set out. When they arrived at Shechem, God appeared to them and Abram built an altar to God.

3.3 CAPITALIZATION:

The convention in writing today is to use a minimum of capitalization. Whenever you feel compelled to capitalize a word, ask yourself "Why?"

Below is a list of words that traditionally been capitalized, but typically are not today.

temple	modern
postexilic	kingdom
preexilic	biblical
gospel	scripture
church	scriptural
of Psalms	sabbath
postmodern	

The following words are typically capitalized.

Bible
 Promised Land
 Christian
 Diaspora

But as stated elsewhere, simply BE CONSISTENT!

3.4 COMMAS

As with capitalization, use commas only when absolutely necessary. When you feel the need to insert a comma, ask yourself, "Would the reader be able to understand if I did not include a comma?"

- In class today we read a short essay by Hermann Gunkel and then compared it with an article written by Paul Ricoeur.
- In my Old Testament class, one of the best classes I have ever taken, we discussed Hermann Gunkel's methods of Form Criticism.

The comma will be used before the last member of a list (Turabian, 7th ed., 21.2.2).

- In class today, we discussed the methodological approaches of Hermann Gunkel, Brevard Childs, and James Sanders.

3.5 GENDER-NEUTRAL LANGUAGE:

Strive for as much gender-neutral language within the body of the text as is possible.

GOD-LANGUAGE

Try using a variety of names for God rather than always using the pronoun "he."

God
Lord
Yahweh
the Sovereign
the Creator

HUMAN-LANGUAGE (Gender-neutral language to reference humanity is REQUIRED in all papers submitted to the faculty of the McAfee School of Theology.)

It is very important in today's society to strive for gender-neutral language when referring to human beings. A variety of methods can be used.

Below are some passages from Abraham Heschel's seminal work *The Prophets*, written in 1962, before the advent of gender-neutral language. Following each passage is a revision, using gender neutral language whenever possible.

- Prophecy is a reminder that what obtains between God and man is not a contract but a covenant. Anterior to the covenant is love, the love of the fathers (Deut 4:37; 10:15). God's life interacts with the life of the people. Biblical religion is not what man does with his solitariness, but rather what man does with God's concern for all men (vol. 2:10).
 - Prophecy is a reminder that what obtains between God and humanity is not a contract but a covenant. Anterior to the covenant is love, the love of the ancestors (Deut 4:37; 10:15). God's life interacts with the life of the people. Biblical religion is not what humanity does with its solitariness, but rather what people do with God's concern for all humankind.
-
- What manner of man is the prophet? A student of philosophy who turns from the discourses of the great metaphysicians to the orations of the prophets may feel as if he were going from the realm of the sublime to an area of trivialities. . . . The prophet is a man who feels fiercely. God has thrust a burden upon his soul, and he is bowed and stunned at man's fierce greed (vol. 1:1, 5).
 - What manner of person is the prophet? Students of philosophy who turn from the discourses of the great metaphysicians to the orations of the prophets many feel as if they were going form the realm of the sublime to an area of trivialities. . . . The prophet is a person who feels fiercely. God has thrust a burden upon that one's soul, and the prophet is bowed and stunned at humanity's fierce greed.

3.6 WHO, THAT, and WHICH:

"Who, "that," and "which" are Relative Pronouns. They are used to introduce Phrases that describe adjacent Nouns.

"Who" is used to introduce a phrase referring to a person or persons. The phrase is set off with commas if it could be omitted from the sentence and the sentence would retain its intended meaning.

- The people who lived in southern Mesopotamia were called the Sumerians.
- The Sumerians, who lived in southern Mesopotamia, are credited with the invention of writing.

"That" is used to introduce a phrase referring to a non-human being or beings. It is not set off with commas.

- The book that tells the story of Gideon is called Judges.

"Which," always set off with commas, is used to introduce a phrase referring to non-human being(s) when the phrase could be omitted from the sentence and the sentence would retain its intended meaning.

- The epic of Gilgamesh, which is recorded in cuneiform on twelve tablets, relates a Babylonian version of the flood story.

3.7 WHO and WHOM:

"Who" and "whom" are Pronouns.

"Who" is used as the Subject of a sentence or a phrase.

- Who will read for us?
- The Sumerians, who lived in southern Mesopotamia, are credited with the invention of writing.

"Whom" is used as the Object of a sentence, a phrase, or a preposition.

- To whom will we read?
- Whom did you call?
- The Sumerians, to whom we give credit for the invention of writing, lived in southern Mesopotamia.
- Moses, whom the Jewish people celebrate as the greatest prophet in all Israel, died at the top of Mt. Nebo.

3.8 SPLIT INFINITIVES

The two parts of an infinitive must always be kept together in a sentence.

- Brueggemann urges us to study carefully the words of the prophets.
- The Israelites sought to serve the Lord diligently.

3.9 CONJUNCTIONS

Most conjunctions, like "and," "therefore," and "but" are prepositive--that is, they appear at the beginnings of sentences and phrases.

- Therefore, the ancient Israelites maintained a covenant relationship with their God.

The conjunction "however," is, however, a postpositive conjunction--that is, it appears as the second (or later) word in a sentence or phrase.

- The ancient Israelites, however, maintained a covenant relationship with their God.

3.10 ACTIVE VS. PASSIVE VOICE

Use the active voice in writing wherever possible. Its use minimizes convoluted language and does a better job of engaging the reader in what you have written. Compare the following sentences:

Passive:

- The passage was edited and updated by the Deuteronomistic Historians.

Active:

- The Deuteronomistic Historians edited and updated the passage.

To correct passive language in your writing, use your word processor's search function to find all instances of "by."

3.11 EFFECT and AFFECT

Generally speaking, "effect" is a noun; "affect" is a verb.

The effect of the earthquake was massive destruction.

The earthquake affected the area with massive destruction.

3.12 CONTRACTIONS

Generally speaking, contractions are not acceptable in formal writing.

So, "it's" should never appear in a formal paper. "It's" means "it is." So if you are tempted to write "it's," change it to "it is" and see if it makes sense.

"Its," on the other hand, is the possessive form of "it" and is perfectly acceptable in a formal paper.

The same applies to "their" and "they're." "They're" means "they are." So if you are tempted to write "they're," change it to "they are" and see if it makes sense.

"Their," on the other hand, is the possessive form of "them" and is perfectly acceptable in a formal paper.

3.13 "THIS" AND "THESE"

When you use "this" or "these" in a sentence, ask yourself the following two questions:

- Will my readers know what "this" or "these" refers to?

Scholars have debated the origins of Jer 26:3-5 for centuries since these verses are crucial for understanding the message of Jeremiah. these = Jer 26:3-5

Scholars have debated the origins and various interpretations of Jer 26:3-5 for centuries. This is a key question in the study of the message of Jeremiah. this = origins, interpretations, Jer 26:3-5????

- Do I need to use "this" or "these" or would "the" do just fine?

Scholars have asked the questions about the origins of the noun forms of Jer 26:3-5 for centuries. While these origins are difficult to determine, scholars have made significant progress in the past twenty years. these = would "the" have sufficed?

Scholars have asked the questions about the origins of the noun forms of Jer 26:3-5 for centuries. While the origins are difficult to determine, scholars have made significant progress in the past twenty years.

3.14 AVOID UNNECESSARY VERBIAGE

Don't use a more complicated word or way of stating an idea if a simpler word or way would suffice.

Examples:

usage, utilize = use

“In Gen 1:1, it says that . . .” = “Genesis 1:1 says that . . .”

In ancient Mesopotamia, there were many people who worshiped the god Marduk =
Many people in ancient Mesopotamia worshiped the god Marduk.

It has been shown in the above survey that the people who are the members of this church . . .
The above survey shows that the members of of this church . . .

SECTION IV: ADDITIONAL INSTRUCTIONS FOR PREPARATION OF THESES

Writers of Theses are to follow the McAfee Style Guide above and are to follow the additional instructions given below:

For further questions, consult the Mercer Dissertation/Thesis Format Guide found at <http://www.mercer.edu/provost/Theses/ThesisRequirementsandGuidelinesrevisedJune2009.pdf>.

4.1 MARGINS

All pages are to have 1 ½" margins on the left sides and 1" margins on the right sides and bottoms, except:

The first page of the Table of Contents, The Abstract, The Acknowledgements Page, each Chapter, the Appendices, and the Bibliography are to have 2" top margins. All other pages are to have 1" top margins.

4.2 PRELIMINARY PAGES

Every Thesis must include the following Preliminary Pages (note that some are optional) in this order:

- Title Page
- Copyright Page (if included in Thesis)
- Approval Page
- Dedication (if included in Thesis)
- Acknowledgements
- Table of Contents
- List of Tables (if included in Thesis)
- List of Figures (if included in Thesis)
- List of Appendices (if included in Thesis)
- Abstract

4.2.1 TITLE PAGE

The title page format for Theses and Dissertations is as follows:

TITLE OF THESIS PROJECT (if more than one line, double space)

by

YOUR FULL NAME

Credentials (all Degrees: Degree abbr., Major, University Name, Date Degree awarded;
Degree abbr. . . , etc.)

A Thesis Submitted to the Faculty

of McAfee School of Theology

in Partial Fulfillment of the

Requirements for the Degree

MASTER OF DIVINITY/ DOCTOR OF MINISTRY

Atlanta, GA

year

4.2.2 APPROVAL PAGE

The Approval Page format for DMin Theses is as follows:

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Name of Faculty Supervisor, Thesis Faculty Supervisor	
_____	Date _____
Name of Committee Member, Thesis Committee Member	
_____	Date _____
Name of Committee Member, Thesis Committee Member	
_____	Date _____
Larry L. McSwain, Associate Dean, DMin Studies	
_____	Date _____
R. Alan Culpepper, Dean, McAfee School of Theology	

The Approval Page format for MDiv Theses is as follows:

TITLE OF THESIS PROJECT (if more than one line, double space)	
by	
YOUR FULL NAME	
Approved:	
	Date
Name of Faculty Supervisor, Thesis Faculty Supervisor	
	Date
Nancy L. deClaisse-Walford, Academic Track Supervisor	
	Date
R. Alan Culpepper, Dean, McAfee School of Theology	

4.2.3 ACKNOWLEDGEMENTS

Center Title in all caps 2" from top margin (ACKNOWLEDGEMENTS).

Triple Space between Title and body of text.

Double space body of text.

4.2.4 TABLE OF CONTENTS

Sample (all pages numbers are examples only!)

TABLE OF CONTENTS (centered 2" from top margin)	
ACKNOWLEDGEMENTS	v
LIST OF TABLES.....	vii
LIST OF FIGURES	viii
LIST OF APPENDICES	ix
ABSTRACT	x
CHAPTER	
1. CHAPTER TITLE.....	1
First Level Subheading	1
Title Second Level Subheading	4
Title Third Level Subheading	5
2. CHAPTER TITLE.....	25
etc. for Chapters	
APPENDICES	65
A. TITLE OF APPENDIX A	66
etc. for Appendices	
BIBLIOGRAPHY	75

4.2.5 ABSTRACT

The format for Abstracts for Theses and Dissertations is as follows:

AUTHOR'S NAME
 Title of Thesis
 (Under the direction of FACULTY SUPERVISOR'S NAME)

triple space

Paragraph indent and double space the text of the abstract. The abstract may not exceed 350 words.

4.3 CHAPTER LAYOUT

The layout of each chapter will be as follows:

First Page:

CHAPTER NUMBER (centered all caps at 2" from top of page)

CHAPTER NAME (centered all caps two spaces below chapter number)

Chapter pages will be numbered sequentially throughout the Thesis.

4.4 FOOTNOTE FORMATTING

Footnote numbering will begin with #1 at the beginning of each new chapter and each new appendix.

Complete footnote referencing will begin anew at the beginning of each new chapter and each new appendix.

Thus--treat each new chapter within the thesis as a new "paper," except page number continuously throughout the thesis.

4.5 PAGE NUMBERING (page numbers must be 1" from top or bottom of page)

Page Numbering for the Preliminary Pages will be as follows in Roman Numerals:

- Title Page, no page number, but counts as "page i"
- Copyright page (if included), no page number, but counts as "page ii"
- Approval Page, no page number, but counts as "page iii"
- Beginning with the Dedication page, all Preliminary pages are counted and numbered with Roman numerals at the bottom center of the page. Thus the Dedication page will be "iii," and the remaining Preliminary pages will be numbered sequentially.

Page Numbering beginning with Chapter 1 will be as follows in Arabic Numerals:

- The page number of the first page of each chapter, each appendix, and the bibliography will be placed at the bottom center of the page.
- Page numbers for subsequent pages of each section will be placed at the top right of the page.

4.6 BINDING INSTRUCTIONS

When the Thesis has received final approval from the McAfee School of Theology, one copy on regular paper will be sent to the Provost's Office in Macon for approval.

Upon approval from Macon, the student is to print, on 20 lb., 100% cotton rag, the following numbers of the final thesis:

For DMin Students:

- 1 copy for UMI (microfilm library of theses and dissertations)--\$65.00
- 2 copies for the Mercer library--\$20.00
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- 1 copy for DMin Office--\$10.00
- additional copies for the student--\$10.00 each

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- additional copies for the student--\$10.00 each

Make checks payable to Mercer University and submit to the Bursar's Office. The copies of the Thesis, the official Binding Form, and a receipt for fees paid will be sent to Macon, where binding is undertaken.

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