

## **FORMAT CONTROL AND STYLE GUIDE CHECKLIST**

This format control checklist is offered as an aid to the student in preparing the **final document** for the United Doctor of Ministry program. In order to learn how to work with the requirements, and to make the preparation of the final document as easy as possible, all earlier papers should be formatted using these instructions as well.

While the list generally follows the instructions which can be found in Turabian 8<sup>th</sup> edition (see required book list for Semester One), there are some exceptions and United D. Min. students will be expected and required to follow the rules in this Format Control Checklist where these exceptions occur.

When the final document is submitted for format control, this document first, and then Turabian, will be consulted for all questions of accuracy. If citation or format issues cannot be resolved using either source, requests can be made of the appropriate O'Brien Library staff for a judgment.

### **How to Count Spaces Between Lines**

When the instructions below say there should be one or two double spaces (or two or four single spaces) between lines please do the following: 1) identify if you have the document set for single or double spaces; 2) place cursor at end of text on the line from which you will count spaces; 3) press cursor once for one double space or one single space; push it twice for two single spaces or two double spaces—twice for two double spaces or four times for four single spaces; 4) begin typing.

## Font and Type Face

- The entire document should be in Times New Roman font, 12 pt. type, except for footnotes which are in 10 pt. type, and appendix contents copied from other sources

## Order of Contents

(all contents are required unless otherwise noted)

- Front matter (see below for other formatting issues concerning front matter such as page numbering, margins, etc.):
  - Title page (see Turabian 8<sup>th</sup> ed., 380-382 for instructions)
  - Copyright page
    - Copyright statement sits at the bottom left corner of the page and is two lines single spaced
    - First line reads: Copyright © year of graduation  
Student/author's name as on title and abstract pages
    - Second line reads: All rights reserved.
    - Be sure that the punctuation is as above and that the © symbol is exact
  - Table of Contents (begins with the abstract and its page number)
  - Abstract
  - Acknowledgments (optional)
  - Dedication (optional)
  - List of Illustrations (optional)
  - List of Tables (optional)
  - List of Abbreviations (optional)
  - Epigraph (optional)
- Body of the document
  - Introduction (3-5 pages)
  - Ministry Focus [Synergy] (27 - 40 pages)

- Biblical Foundations (28-42 pages)
  - Old Testament (12-18 pages)
  - New Testament (12-18 pages)
- Historical Foundations (18-25 pages)
- Theological Foundations (18-25 pages)
- Theoretical Foundations (18-25 pages)
- Project Analysis (25- 40 pages)
  - Methodology
  - Implementation
  - Summary of Learnings
  - Suggested Improvements for Future Projects
- End of Document
  - Appendices (if necessary)
  - Bibliography

### **Margins**

All margins in the document must conform to these standards including any reproduced material. Larger margins may be acceptable in appendix material, but smaller margins are not. All margins must be checked with a ruler—from the top of the page they are measured to the top of the letter or numeral; on the bottom of the page they are measured to the bottom of the letter or numeral; on the sides they are measured to the leading edge of the letter or numeral on the left and the final edge of the letter or numeral on the right.

- 1 ½” on the left in entire document (including all appendix pages)
- 1 ½” at top of title page
- 2” at the top of:
  - All first pages of sections in front matter (i.e. abstract, dedications, foreword, table of contents, etc)
  - First page of introduction
  - First page of each chapter
  - Appendix title pages
  - First page of bibliography

- 1” on the right
- 1” on the bottom
- 1” top margin on all other pages

See below for page number positions

### **Footnotes and Bibliography**

- All punctuation accurate in footnotes and bibliography (see Turabian, 8<sup>th</sup> ed. : 149, 16.1.2 for instructions and 146, 147, and 148 for examples)
- All publisher information in footnotes and bibliography to include two letter state postal codes (Even in the case of familiar cities like Chicago and New York).
- All items cited in footnotes should be included on bibliography. Exceptions: Bible versions and textbooks. (For other possible omissions, examples and instructions see: Turabian 8<sup>th</sup> ed.:154, 16.2.3; and 189-190, 17.5.2)
- All footnotes should be in ten point type
- Either one space or no space can be used between line at bottom of page (short rule) and first footnote (whichever is chosen must be consistent throughout the document)
- One double-space between each footnote
- Each first line of a footnote is indented like a paragraph
- The number at the beginning of the footnote should be superscript
- Second, and all other subsequent citation of an item, only the author’s last name and page number are necessary in the footnote. Exception occurs when the author has more than one item in your document. Then the second and subsequent footnotes read as follows: author’s last name, the shortest version of the title possible to identify the work, page number.
- The word “BIBLIOGRAPHY” on the first page of the bibliography should be in all caps and centered (no quotation marks)
- There should be four single or two double spaces between the title word “BIBLIOGRAPHY” and the first entry
- All resources in the bibliography should be alphabetized by author’s last name in a single list (separate lists of journal articles, books, web sites, or of

Biblical, Historical, Theological, etc. are not acceptable in the final document, see Turabian 8<sup>th</sup> ed. 150, 16.2.2.1)

- The content of each bibliographic (bib) entry is single-spaced
- The second and subsequent lines of a bib entry should be indented
- There should be two single or one double space between each bib entry
- No bib entry should be separated between two pages
  
- Do not include textbooks or Bibles in bibliography (even if you used them in a footnote).
  
- A minimum of one-third of bib entries must have been written in the last ten years (they will be counted)
  
- Expected number of bib entries is between 100 and 150

### **Page Numbering**

- Title and copyright page do not have numbers but are counted (first numbered page is the first page of the table of contents–iii.)
  
- Check that:
  - No pages are missing
  - No page numbers are missing
  - Pagination is not out of order
  - Pages are not numbered in two places
  
- Front matter:
  - Pages numbered using small Roman numerals (i.e. i, x, v, etc. – Same font as text and 12 pt. type)
  - Page number is located bottom center
  - Page number is 1” from bottom of page
  
- Introduction, chapter title pages, appendices title pages, and first page of bibliography are numbered as follows:
  - Pages numbered using Arabic numerals (i.e. 1,2,3, etc.–Same font as text and 12 pt. type)
  - Page numbers are 1” from bottom of page

- All other page numbers are Arabic numerals in the top right hand corner of the page— $\frac{3}{4}$ " from the top and 1" from the right side (same font as text and 12 pt. type)

### **Numbers, Abbreviations, and Italics**

- All numbers must be in proper format (see Turabian 8<sup>th</sup> ed., Chapter 23 [pg. 317 ff.] for additional help)
- Numbers within the text
  - Under 100 spelled out (i.e. ten, twenty-three, thirty-nine, etc.) see next line for exception
  - When indicating percentages use numerals and the percent sign (i.e. 10%, 35%, 73%, etc.)
  - Any number which is 100 or larger is indicated in numerals (100, 405, 1025, etc.)
  - Years are indicated in numerals (1963, 2012, etc.)
  - Months are spelled out, not in numbers or abbreviations (October, August, etc.)
  - Numbers in dates are in numerals (August 8, 2013)
  - Numbers in tables are in numerals
- Most abbreviations may not be used in the final document (exceptions include: long names of organizations which have been named by the author early in the document, i.e. "Park View United Methodist Church will be PVUMC throughout the document;" Bible versions which have been identified in the same way; a brief list of often used names which has been included at the beginning of the document in a list of abbreviations; abbreviations used in quotes (if the meaning of these are not easily identified they should be explained in a footnote); and postal code abbreviations in footnotes and bibliography. (See Turabian 8<sup>th</sup> ed., Chapter 24 [pg. 330 ff.]
- There should be no italics in the document except the following: book or journal titles; important and unusual foreign words; words within a quote that were italic in the original document; words in a quote which the D. Min. candidate is emphasizing (these require a footnote acknowledging this fact). This restriction also applies to the use of the bold function.

### **Chapter Titles, Headings, and Sub-headings**

- This paper may only include chapter titles, headings and sub-headings in the main text.
- Chapter titles are bold, centered and all caps.
- First line of a chapter title is: “Chapter One” (Two, Three, etc.–no quotes, the Introduction is not preceded by a chapter number it is just “Introduction,” no quotes)
- The first line of the chapter title is followed by a double space or two single spaces
- Second line of a chapter title continues bold, centered, all caps. If there are additional lines the pattern is continued except all lines from the second are single spaced.
- Headings are bold, centered, headline style.
- Spacing before a heading is two double spaces.
- Spacing after a heading is one double space unless it immediately precedes a sub-heading when it is two double spaces. (see below)
- Headings do not require sub-headings, but if sub-headings are used there must be at least two for each heading to which they apply.
- Sub-headings are in italics at the left margin, headline style.
- Spacing before a sub-heading is two double spaces.
- Spacing after a sub-heading is one double space.
- Be sure no heading or sub-heading stands alone at the bottom of a page

### **Quotes and Block Quotes**

- All sources for quotes must be properly cited according to Turabian 8<sup>th</sup> ed.
- Quotes within the text must be surrounded by quotation marks
- If information must be added to a quote to clarify or words must be added to correct grammar all such additions must be enclosed in square brackets [ ].
- Ellipses indicate words or sections of a quote which the student/author chooses to leave out

- All ellipses are three dots following a number or letter in this pattern—space dot space dot space dot space . . .
- If the section which is removed follows a period the pattern is still the same, but the period makes it look like four dots. . . . (period space dot space dot space dot space)
- Any quote which is fifty words or more should be put into block quote format.
- Block quotes are preceded by a double-space (or two single spaces), and followed by a double space (or two single spaces).
- Block quotes are single spaced within the quote
- There are no quotation marks at beginning or end of block quote
- All lines of a block quote are indented on left (as a paragraph), normal right margin.
- If the quote is a full paragraph or a part or a portion of it begins a new paragraph the beginning of the paragraph(s) should be indented one additional tab (about five spaces)

### Title Page

In order to format the title page there are certain items which must be included, and some spacing which is necessary in order to comply with the formatting standards of United Theological Seminary. **Every item on the title page is centered.** Because there are differences from one title page to another which cannot be accounted for in these instructions, other issues of spacing must be dealt with by the individual author while maintaining the minimum standards.

- All title pages include these items (see below for specific formatting instructions):
  - Title
  - The student's/author's name
  - Previous degrees of the author
  - The word "mentor" or "mentors" as appropriate
  - Fulfillment statement
  - The words "United Theological Seminary"
  - The place name "Dayton, Ohio"
  - The graduation date—month, year
- All text on the title page is regular type face (that is, no bold, italics or other special type, except for all capitals when called for in these instructions)

- Beginning word of title is on the first line of the page
- Title is centered, all caps, single-spaced
- Title is no more than eighteen words
- Title is in inverted pyramid format of at least three lines, each line centered on the page.
- When some element of title makes exact pyramid impossible, first line must be longest and title must still be at least three lines long.
- Title should be followed by a minimum of two double or four single spaces
  
- Author's name in normal order (must include legal first and last names, but may also include: middle name or initial; Jr. or Sr.)
- Only first letters are capitalized, headline style, not all capitals
- Author's name followed by one double or two single spaces
- Student/author's name does not include either D. Min. or Dr.
  
- The student/author's previous degrees are next, and all these are centered and single spaced
- Earliest college degree of the student is first—the line reads: degree type (usually BA or BS) followed by a comma, name of degree granting institution followed by a comma, and the year the degree was earned
- each subsequent degree earned is on a separate line (for example, M.T.S or M. Div., etc.)
- Do not include the present D. Min. degree
- Final degree line should be followed by a minimum of two double spaces or four single spaces
  
- On a line by itself should be the word Mentor or Mentors (simple capitalization, not all caps) followed by one double or two single spaces
  
- Mentor's name(s) correctly spelled, simple caps, not all caps
- Mentor's name(s) are not preceded by Dr.
- Mentor's name(s) are followed by a comma and appropriate earned degree(s) (D. Min.; Ph. D.; Th. D.; Ed. D; etc.)
- If more than one mentor, each name is on a separate line and they are single-spaced
  
- The word "dissertation" does not appear on the title page (or anywhere else) as a description of this document
- Statement of partial fulfillment is all capitals, three lines, and in inverted pyramid form
- It reads as follows:

A FINAL DOCUMENT SUBMITTED TO THE DOCTORAL STUDIES  
COMMITTEE IN PARTIAL FULFILLMENT OF THE  
REQUIREMENTS FOR THE DEGREE OF DOCTOR OF MINISTRY

- Statement is followed by six single or three double spaces
- The last three items on the page each sit on a single line and are single spaced
  - On a single line are the words UNITED THEOLOGICAL SEMINARY (all caps)
  - The next line are the words Dayton, Ohio (simple caps, not all caps)
  - The final line of the page is the date of expected month and year of graduation
  - There is a comma between month and year
  - Date at bottom sits exactly on the last line (1" margin) of the page

### **Abstract Page**

- The word "ABSTRACT" is centered, all caps, at top of page (2 inch margin as above), followed by two double spaces (four single spaces, no quotes)
- Title of document in exact format as title page centered, all caps, inverted pyramid, etc., followed by two double spaces
- Author, institution, and graduation information centered, single spaced and in the following order:
  - The word "by" (on one line, not capitalized)
  - The author's name as on the title page
  - The words "United Theological Seminary" (no quotes) followed on the same line by a comma and the year of graduation, followed by two double spaces (or four single spaces)
- Mentor information centered, single spaced and in the following order:
  - The word "Mentor" or "Mentors" only first letter capitalized (no quotes)
  - Mentor(s) name(s) exactly as on the title page, followed by two double spaces or four single spaces
- The text of the abstract is:
  - No more than 100 words including all small words like a, an, and the. A year, numeral, or abbreviation is counted as one word.
  - The entire text is double-spaced
  - The abstract is not indented (not even first line)

### **Other Items to Note**

- No single line of a paragraph should begin or end a page. (There must be at least two.)
- There should be no more than one double space between paragraphs. (The same as between each line of text except for block quotes.)
- First page of appendices has only three items:
  - Appendix designation (A, B, C, etc.)
  - Appendix title
  - Page number bottom center
- If you are going to use a dash in writing it must be an em-dash which is two dashes joined together into a longer line.
- Appendices should be avoided if possible or held to a minimum.
- Only items which are referred to in the main text should be included as appendices.
- One epigraph may be used in the front matter- (see Turabian 8<sup>th</sup> ed., 379, A.2.1.5)
- Epigraphs may be not be used at the beginnings of chapters
- Do not use contractions (can't, won't, shouldn't, etc.)
- FINAL COPIES  
OF THE D. MIN PROJECT MUST BE PRINTED ON PAPER WITH  
AT LEAST 25% COTTON CONTENT**

### **Concerning the Use of the First Person in the D. Min. Documents**

Writers are no longer to use the third person in their writing. This means it is no longer acceptable to use phrases such as: “the writer;” “the author;” “the researcher;” or any other similar phrase. It is acceptable to occasionally use the first person, “I,” but this should be used EXTREMELY sparingly. For example, there should probably be no more than five uses of “I” in the entire final document. It is understood throughout the document that experiences described, opinions offered, deductions made, etc. are those of the author and, therefore, do not need to be described as such.

One’s spiritual autobiography (in semester one) is an exception to the rule about the number of first person pronouns, as this document is specifically geared to the personal memories, experiences, and interests of the D. Min. student. Even in this document, however, it would be good practice to limit the number of first person references (I, me, my, mine). Writing is best when no sentence begins with the word “I.” The spiritual autobiography offers an opportunity to practice these aspects of good writing.