

Academic Style for the M.A. Thesis

Bethany Theological Seminary

(Revised 4/06)

I. All theses need to be written according to the accepted rules of English grammar and punctuation. Popular stylistic writing is not acceptable (for example, that which skips conjunctions in a series, introduces a narrative voice through the use of commas or parentheses, the use of a dash as a non-explicit connector, etc.). See The Everyday Writer by Lundsford & Connors (newest version) for guidelines. Spelling is to follow the accepted American usage.

II. All theses are to be written according to the guidelines set forth for the Humanities style in A Manual for Writers of Term Papers, Theses, and Dissertations, by Kate L. Turabian (6th edition or later). This manual includes instructions for all things related to the writing of the thesis. Note the following about this style to avoid some common errors:

- (1) Use the suggested style of abbreviation when citing Biblical material [Turabian 2.20-21]. The use of either a colon or a period to separate chapter and verse is acceptable [2.46]. Contrary to Turabian, however, do not place the reference in a footnote. See section III, number 1 of this handout.
- (2) References to particular centuries should be spelled out in lowercase [Turabian 2.53].
- (3) Watch carefully the way to do inclusive numbers. Turabian is very explicit in how to list the last number in a numerical sequence of pagination (such as 5-10 or 141-42) [2.67]. Use the initial method mentioned in that section, not the "simpler alternative system" noted later.
- (4) Always place periods and commas inside quotation marks even if not a part of the original quote; semicolons and colons go outside [Turabian 3.106, 5.17].
- (5) Note how ellipses differ in their use according to what you have omitted from your source [5.18-23].
- (6) You may change the capitalization of the initial word of a quote without using brackets under certain conditions [5.26].
- (7) Chapter headings are to begin two inches from the top of the paper, centered and typed in full capitals [14.10].
Subheadings begin on the third line below the preceding text and if two or more subheads appear together without intervening text, leave only a single blank line between them. The text that follows also has only a single blank line [14.11].
- (8) Sections and subsections are given subheadings and the style of the subheadings designates the level of the division. Follow closely the sequence of styles to designate the levels [1.37-38].
- (9) Follow carefully the footnote form [8.21-153] and the bibliographic form [9.7-36] for the **Humanities Style**. See the samples in Ch.11 & 12, **following the 'N' and 'B' examples**.

III. Further instructions for Bethany theses

- (1) While Turabian states that biblical quotes are to be footnoted [8.129], such is not the practice in theological writing. The source of a biblical quote should be placed in parenthesis after the quote and before the period. For example:
"In the beginning was the Word, and the Word was with God and the Word was God" (John 1:1 RSV).

- (2) Use footnotes rather than endnotes [8.2] and keep them in the same font and size as the regular text; note that the footnote numbering is to start over in each chapter if your word processing program allows this [8.12].
- (3) Use method A for all shortened references [8.88-90, 8.111]; thus the shortened reference (whether or not a second book of the same author is used) looks like this: ²⁵Niebuhr, *The Responsible Self*, 45.
- (4) Do not follow Turabian on the practice of duplicating all footnotes within quotes [8.5; 14.16]. Only translations or content that you want as part of your argument should be included in the body of the text itself. Cross references, incidental comments by the author, and acknowledgments do not need to be duplicated or noted. All reference notes that are a part of a quote should be cited in your footnote, for example: ¹²Tracy, *Analogical Imagination*, 254; citing David Kelsey, *The Uses of Scripture in Recent Theology* (Philadelphia: Fortress Press, 1975), 160-69.
- (5) When quoting primary material from a secondary source, your footnote must cite both works [8.148; 11.31].
- (6) Some theological and philosophical works have a commonly accepted format for reference when they exist in several languages and have both volumes and sections. Follow the commonly accepted practice when that is the case. For example, in citing Karl Barth, *Church Dogmatics*, note volume, part, and page like so: IV/3, 257-59.
- (7) Single quotation marks may be used to set off special theological or philosophical terms ('death of God') [3.107] or in translating a word (*kami* 'hair, beard') [5.12]. Do not confuse this with what is not allowed in (8) below.
- (8) Double quotation marks are to be reserved for quoted phrases and titles with few exceptions [see 5.12]. Do not follow the popular style of placing a particular word in "quotation marks" as a way of rhetorically distancing yourself from the word. Either use the word as a *term* (and italicize or underline it), as a "quote" (which comes from material that you must cite), or as your own word (which would stay in regular type).
- (9) Prose quotations of two or more sentences that run to **five** or more lines of text in a paper should be set off as a block quotation, not eight or more as noted by Turabian [5.4].
- (10) The use of different print types (*italics*, underlining, regular, **bold**) must be consistent in the thesis and must enable the reader to distinguish between different word functions. *Italics* can be used for subheadings, emphasis [5.38, method 3], foreign words and phrases [2.25, 4.28-33], titles of works [4.14-27], or designation of terms. Underlining can be used for subheadings, titles of works [4.14], emphasis [5.38], or designation of terms. Regular type is the typeface for the whole of the text. **Bold** can be used for subheadings or designation of terms. The choice between the various types is to be influenced by consistency and helpfulness to the reader. Do not overuse one type for a variety of functions such that it confuses the reader on any given page. Please consult the style editor when making these decisions.
- (11) Pagination is to be centered on all pages according to Turabian's instructions [14.6-8] and not flush right [14.9].
- (12) Stay consistent between the footnotes and the bibliography in all information, including the publisher's name. Do not follow the custom noted in 8.59 of using abbreviations.

IV. Format for citing Electronic Sources. Citations of electronic documents can take the same basic form as citations of paper materials. However, since online sources may be updated or modified continually, it is important to include the date you access the information. As with all citations, the goal is to give authors the credit they deserve and to provide enough information to enable the items to be retrieved again, either by you or by someone else. Turabian offers some guidance on the citation of electronic sources at 8.141, though this guidance falls short of covering the variety of electronic documents you may encounter. Nevertheless, the critical information to include is: Author/editor; Title; name and description of the source (e.g., whether CD-ROM, online source, diskette); city of publication if ascertainable; publisher, vendor, or both; date of publication, access, or both; and identifying numbers or pathways to access the material (e.g., a URL). For Internet sources, you normally will not be able to supply a page number reference, as pagination will differ from machine to machine, depending on the settings of your browser. Try to supply some reference for where in the document the cited material occurs, such as a heading or subheading inherent in the document. The following suggested styles are adapted from Bucknell <<http://www.isr.bucknell.edu/research/tura.html>>.

World Wide Web sites in general:

- N** ²²NAACP, "Legal Affairs," *NAACP Online* [web site]; available from <<http://www.naacp.org/legal.html>> internet; accessed 3 May 1999.
- B** NAACP. "Legal Affairs," *NAACP Online*. Web site. Available from <<http://www.naacp.org/legal.html>> Internet. Accessed 3 May 1999.

On-Line Periodical from Commercial Database with print counterpart:

- N** ³Maura I. Strassberg, "Distinctions of Form or Substance: Monogamy, Polygamy and Same-Sex Marriage," *North Carolina Law Review* (1997), part 1 of 2; [journal on-line]; available from *Lexis-Nexis Academic Universe, Law Reviews*, <<http://web.lexis-nexis.com/universe>> 75 N.C.L. Rev. 1501, accessed 4 February 1999.
- B** Strassberg, Maura I. "Distinctions of Form or Substance: Monogamy, Polygamy and Same-Sex Marriage." *North Carolina Law Review* (1997), 2 parts. Journal on-line. Available from *Lexis-Nexis Academic Universe, Law Reviews* <<http://web.lexis-nexis.com/universe>> 75 N.C.L. Rev. 1501. Accessed 4 February 1999.

- N** ¹²Mason Stokes, "Someone's in the Garden with Eve: Race, Religion, and the American Fall," *American Quarterly* 50, no. 4 (1998): 724; [journal on-line]; available from *Project Muse*, <http://muse.jhu.edu/journals/american_quarterly/v050/50.4stokes.html> accessed 11 February 1999.
- B** Stokes, Mason. "Someone's in the Garden with Eve: Race, Religion, and the American Fall." *American Quarterly* 50, no. 4 (1998): 718-44. Journal on-line. Available from *Project Muse* <http://muse.jhu.edu/journals/american_quarterly/v050/50.4stokes.html>. Accessed 11 February 1999.

Electronic Journal (E-Journal):

- N** ⁷Tessa Bartholomeusz, "In Defense of Dharma: Just-War Ideology in Buddhist Sri Lanka," *Journal of Buddhist Ethics* 6 (1999), [e-journal] <<http://jbe.la.psu.edu/6/bartho991.htm>> accessed 15 February 1999.
- B** Bartholomeusz, Tessa. "In Defense of Dharma: Just-War Ideology in Buddhist Sri Lanka." *Journal of Buddhist Ethics* 6 (1999). E-journal. <<http://jbe.la.psu.edu/6/bartho991.htm>>. Accessed 15 February 1999.

CD-ROM:

- N** ¹Jeffrey Michael Jones, "A Survey of the Use of Household Appliances in Middle-Class American Homes, 1925-1960" (Ph.D. diss., University of Chicago, 1995), abstract in *Dissertation Abstracts International* 55 (1995): 3578A, *Dissertation Abstracts Ondisc* [CD-ROM], November 1995.
- B** Jones, Jeffrey Michael. "A Survey of the Use of Household Appliances in Middle-Class American Homes, 1925-1960." Ph.D. diss., University of Chicago, 1995. Abstract in *Dissertation Abstracts International* 55 (1995): 3578A, *Dissertation Abstracts Ondisc*. CD-ROM. November 1995.
- N** ²*Oxford English Dictionary*, 2d ed., s.v. "glossolalia" [CD-ROM] (Oxford: Oxford University Press, 1992).
- B** *Oxford English Dictionary*, 2d ed., s.v. "glossolalia." CD-ROM. Oxford: Oxford University Press, 1992.