

THE HISTORY STATUS AND FUTURE OF XXXXXXXXXXXXX  
(ARRANGED ON TWO LINES IF OVER 48 CHARACTERS)

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A Paper  
Presented to  
Historical Committee  
Daegu English Churches

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In Partial Fulfillment  
of a Body of Churches Realizing Itself and its Ministries  
A Prayer Breakfast Reader

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by  
Your Full Name Here  
Month Year  
Church Name

## PAPER TITLE

Normal text. Double spaced, 3/4" indent. Chapter style used with appropriate header gives a 2" drop for section first pages. You can use Chapter style with the paper title or with routine paper headings to begin the paper (Introduction, Conclusion etc.). A thesis requires chapter name and number at the beginning of each new chapter.

### **1st Level Subheading**

1st and 2nd level sub-heading are started on the 3rd line after the preceding text (double space plus one line). Headline style capitalization, no period to end. Normal text begins on 2nd line after the heading. (This is really too short for a block quote!).

### *2nd Level Subheading*

Normal text.<sup>1</sup> Normal text. Normal text. Normal text. Normal text. Normal text.

### **3rd Level Subheading**

Turabian suggests a run-in paragraph sub-heading with a period. However, MS Word formats according to paragraph breaks, and so the entire paragraph becomes styled as that heading.

### **Specific Examples of Form in Use**

When two headings connect with no intervening text, omit the extra line space. By the way, a paragraph should be longer than one sentence.

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<sup>1</sup> Footnotes should be formatted so there is one line of space *before* each note.

## **If Your Heading is More Than 48 Characters Long, Split It Into Two Lines**

### *Block Quotations*

Quotations that are five or more lines in length should be set apart from the rest of the text as a block quotation. The format of block quotations should be single space with the entirety of the quotation indented four spaces (0.5") from the left margin. There should be no quotation marks at the beginning or end of the citation. It is best to refrain from using such a large amount of quoted material unless it is necessary to your paper. Many times, an author's command of the language is such that the quotation is much better than your paraphrase. Quotations less than eight lines may be formatted in this manner if it is desirable for emphasis of the quotation.<sup>2</sup>

### *Footnotes*

The format of footnotes should consist of the following information in the order given: (1) author's name, (2) title and subtitle (if any), (3) name of editor, compiler or translator, if any, (4) number or name of edition, if other than the first, (5) name of the series in which the book appears, if any, with volume or number in the series, (6) facts of publication including place of publication, publishing agency, date of publication, and (7) page number(s) of the specific citation.<sup>3</sup>

### *Enumerations in Text*

Enumerations in the body of your paper should be formatted with parentheses before and after each number as used in the paragraph above. If numbers are used to enumerate the items in a list the periods following those numbers must all be aligned on the page.<sup>4</sup>

### *Do Not Leave a Heading Widowed at the Bottom of a Page Like This*

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<sup>2</sup> Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, rev. Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, 7th ed. (Chicago: University of Chicago Press, 2007), 350.

<sup>3</sup> Ibid., 146.

<sup>4</sup> Ibid., 329.

### *Margins*

Margins for research papers should be one inch on all sides. Margins for theses should be one inch on all sides with the exception of the left side. Theses should allow for one and a half inches on the left side for binding purposes.

### *Pagination*

All pages of a paper must be numbered. However, not all pages must have a number printed on them. Preliminaries are numbered with lower case Roman numerals. Body text is numbered with Arabic numerals. The number for the first page of each chapter (if chapter divisions are used) is to be located at the bottom of the page and is to be centered within the left and right margins. This holds true for the first page of a research paper also. For all subsequent pages, the numbers should be located in the upper right corner of the page. All page numbers should fit within the margins of the paper. Bibliography, Appendix etc. represent a section break. They are numbered at bottom center for their first page. Page numbers are consecutive throughout the work. Footnote numbering begins at 1 with each new chapter.

## BIBLIOGRAPHY

Dallas Theological Seminary Thesis Style Committee. "Supplement to Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed." Dallas, Dallas Theological Seminary, 2008.

Strunk, William, Jr. and E. B. White. *The Elements of Style*, 4th ed. Boston: Allyn and Bacon, 1999.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses and Dissertations*. Revised by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, 7th ed. Chicago: University of Chicago Press, 2007.

Vyhmeister, Nancy Jean. *Quality Research Papers: For Students of Religion and Theology*. Grand Rapids: Zondervan Publishing House, 2001.