

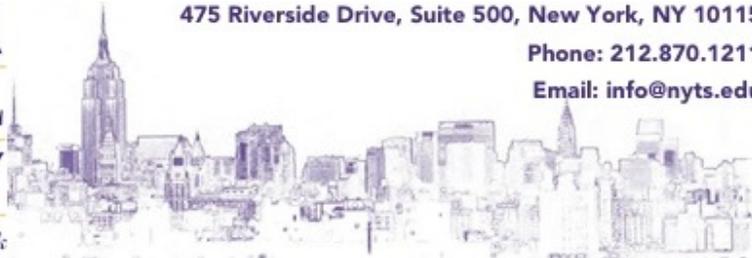
**NEW YORK
THEOLOGICAL
SEMINARY**

...continuing The Biblical Seminary in New York

475 Riverside Drive, Suite 500, New York, NY 10115

Phone: 212.870.1211

Email: info@nyts.edu



**AY2016-2017
FORMATTING GUIDE¹
For
Demonstration Projects**

**With Information About
Final Submission and Degree Completion**

**New York Theological Seminary
Doctor of Ministry Program
475 Riverside Drive, Suite 500 New York, New York 10115
(212) 870 1211 (ph)
(212) 870 1236 (fax)**

¹ Updated by Jerry Reisig, 10/27, 2016

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INTRODUCTION

The following *Formatting Guide* provides the New York Theological Seminary requirements for Doctor of Ministry Demonstration Project. It is the candidate's responsibility to become familiar with this guide. *These requirements take precedence over previous publications issued by the Office of the Doctor of Ministry Program.*

Any questions regarding the format of the Demonstration Project not adequately answered in this *Formatting Guide* should be directed to the Director of the Doctor of Ministry Program and the Director of Library Services who will be pleased to give assistance.

All Doctor of Ministry Formatting Information, including this guide, is available on the NYTS website at www.nyts.edu under Library/Other Resources.

Manuscript Requirements

Because the seminary no longer maintains DMin Projects in printed form, the candidate will present a complete final project to the Director of Library Services in PDF format. The manuscript will continue to be formatted according to printed format in order to maintain consistency and allow candidates to print copies of their projects.

Candidate will continue to present two printed copies of their Demonstration Project to the DMin Director. The candidate is advised to produce the final document in cooperation with a professional editor. If a candidate decides to use a professional editor/typist for the demonstration project, the candidate, and not the editor/typist, is responsible for proof reading and editing the final version of the document.

Candidates should be aware that the preparation of a demonstration project can be an expensive undertaking. Each candidate should have a clear understanding of costs in advance with any person or agency involved in the production of the final document. New York Theological Seminary shall not act as referee in disputes between candidates and others in such matters.

Manuscripts are prepared according Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 8th ed. Citation information can also be found in Jerry Reisig, *Access: Unlocking the Power of Research*, a summary of which is included in this document.

INFORMATION IN THIS FORMATTING GUIDE TAKES PRECEDENCE OVER INFORMATION DERIVED FROM ANY OTHER SOURCE.

FORMAT REQUIREMENTS/GUIDELINES

For Digital and Printed Versions

Spacing

- Double space the abstract and 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 project text, including footnotes and bibliography, unless specified otherwise in the *Formatting Guide*.
- Appendices are not bound by this requirement

Margins

- First Page of Introduction of Chapter:
 - Top: 2" (50.8 mm)
 - Bottom and Right: 1" (25.4 mm)
 - Left: 1.5" (38.1 mm)
- All other pages:
 - Top, Bottom and Right: 1" (25.4 mm)
 - Left: 1.5" (38.1 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*, 8th ed. (see Appendices for additional information).
- All footnotes must conform to the margin requirements above.
- 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 including the footnote number).
- The footnote number is not on line with the footnote text but is superscripted before the first character of the footnote text.

For Printed Version to Advisor and Available for Orals

- No use of photo-mounting corners, staples, or tape.
- No use of Dot-matrix printers.
- Every page of the document must be printed single-sided.

Paper

- White, clean copy paper.

PAGE NUMBERING AND PLACEMENT

Preliminary Pages

- “Preliminary pages” refers to all pages that precede the text of the demonstration project.
- Count, do not number, the title page, copyright page (if applicable) or the abstract.
- 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, Appendixes and Bibliography

- Count and number all pages.
- Page number 1 is the first page of the Introduction or Chapter 1 if an Introduction is not used.
- Arabic numerals (1, 2, 3, etc.) are placed on all pages consecutively throughout the text, appendixes, and bibliography.
- Appendixes must be numbered consecutively, continuing numbering from the text of the project. Scanned documents that are already numbered must be reduced so that the project page number appears below.
- 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 page, type the word “Bibliography”.

Pagination and Sequencing

SEQUENCE	PAGINATION	Page # Placement
Preliminary Pages		
	Lower Case Roman Numerals	
Title Page	Count/Do Not Number	None
Copyright Notice	Count/Do Not Number	None
Abstract	Count/Do Not Number	None
Dedication	Count/Number	None
Acknowledgments	Count/Number	Bottom/Center
Table of Contents	Count/Number	Bottom/Center
List of Tables (If appropriate)	Count/Number	Bottom/Center
List of Figures (if appropriate)	Count/Number	Bottom/Center
Key to Symbols or Abbreviations	Count/Number	Bottom/Center
Text		
	Arabic Numbers Starting at 1	
Introduction	Count/Number	Bottom/Center
Body of Thesis/Dissertation	Count/Number	Bottom/Center
Cover Sheets for Appendices	Count/Number	Bottom/Center
Appendix	Count/Number	Bottom/Center
Cover Sheets for Bibliography	Count/Number	Bottom/Center
Bibliography	Count/Number	Bottom/Center

Summary of Table of Contents

PRELIMINARY PAGES	LISTED IN TABLE OF CONTENTS
Title Page	No
Copyright Notice	No
Abstract	No
Dedication	No
Acknowledgments	No
Preface	No
Table of Contents	No
List of Tables (if appropriate)	No
List of Figures (if appropriate)	No
Key to Symbols or Abbreviations	No
Text	
Introduction	Yes
Body of Thesis/Dissertation	Yes
Cover Sheets for Appendices	Yes
Appendix	Yes
Bibliography	Yes

Tables and Figures

List of Tables

- Type “List of Tables” centered 1” (25.4 mm) from the top of the page.
- Double-space twice and type the listings, which begin at the left margin.
- List of Tables uses the captions as they appear above tables in the text.
- Double-space between each listing.
- All material must indicate corresponding page numbers.

List of Figures

- Type “List of Figures” centered 1” (25.4 mm) from the top of the page.
- Double-space twice. Type the listings.
- The List of Figures uses the captions as they appear below the figures in the text.
- Double-space between each listing.
- All material must indicate corresponding page number Tables and Figures
- Captions for Tables and Figures
- Every table and figure must bear a table or figure number and caption.
- The captions as they appear with the tables and figures must be identical in every way with their listing in the preliminary pages.
- If the caption is too long to be placed below the figure, a facing page may be inserted.

Preparation of Tables and Figures

- All photographs and other graphic information should be scanned into the document.
- Tables and figures must be of professional quality.
- Diagrams, drawings, figures, etc. must be clear and large enough to be easily readable.
- Large tables or figures must be reduced to standard 8.5"x 11" (215.9 x 279.4 mm) size.
- All tables and figures, including the caption, must meet margin and font requirements.

Placement of Tables and Figures

- Tables and figures are either inserted as near as possible to the text they illustrate or should be placed in the appendices.
- Tables/ figures may appear on the same page with text; two or more small tables/figures may be placed together on a single page, providing margin requirements are met.
- Wide tables/figures may be placed landscape/broadside providing margin requirements are met.
- Page numbers for landscape/broadside tables or figures must be placed at the 8.5” (215.9 mm) bottom of the page rather than the 11” (2794 mm) side.
- Because of the complexity of doing this, candidates are encouraged to use landscape as seldom as possible.

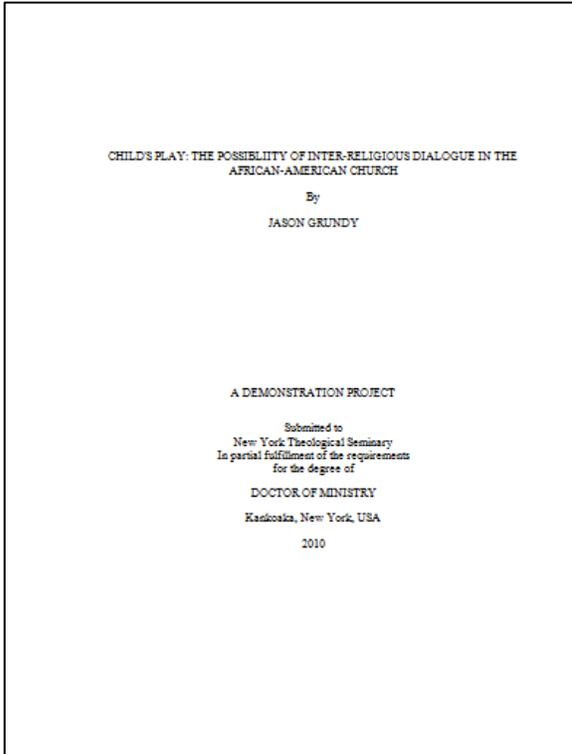
Numbering of Tables and Figures

- Tables/figures are numbered in separate series.
- Each series is numbered consecutively. For example:
 - Figure 16 Figure 17
 - Table 16 Table 17
- If any table continues onto subsequent pages, the caption is not repeated and the top line should read:
- Table 16 (cont'd).
- The page on which the table/figure appears is numbered consecutively with the main text and appears in the List of Tables or List of Figures.

Citations of Tables and Figures

- When making reference to a table/figure in the body of the text, the full word and number should be used, thus: Figure 53 Table 26

Formatting Guidelines

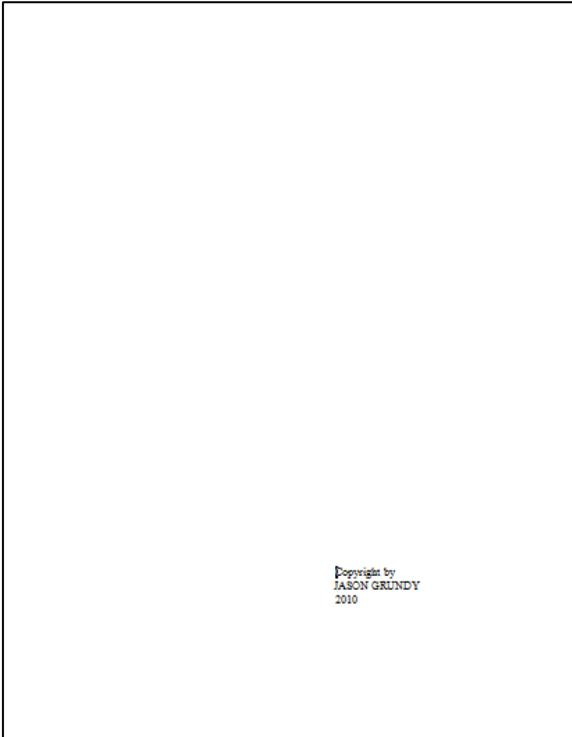


Title Page

- Type the title in CAPITAL LETTERS centered 2" (50.8 mm) from the top of the page.
- Double-space and type "By."
- Double-space and type in capitals the candidate's name as it will appear on the diploma.
- Space down approximately 2.5" (63.5 mm)
- Type "A DEMONSTRATION PROJECT"
- Double Space two times
- Type (single spaced):

Submitted to
New York Theological Seminary
in partial fulfillment of the requirements for the
degree of

- Double-space and type "DOCTOR OF MINISTRY".
- Double-space and type town, city, and country of the candidate when degree was completed.
- Double-space and type the year in which the demonstration project is submitted.



Copyright Page

- **Optional:** If the author intends to obtain a copyright, the notice is inserted immediately following the title page and is placed at the lower right of the page.
- **Note:** Whether or not a writer obtains an official copyright of his/her work, the author automatically owns the copyright of that work.
- Page counted but number not displayed.

ABSTRACT

CHILD'S PLAY: THE POSSIBILITY OF INTER-RELIGIOUS DIALOGUE IN THE
AFRICAN-AMERICAN CHURCH

By

JASON GRUNDY

Because it also functions as a youth center for the tiny community of Kaskoaka, New York, the youth ministry at St. Elmo Episcopal Church in Kaskoaka, New York, contains children of several different faiths and denominations. With a growing Iranian American presence in the community, the youth program has included both Baptist Christians and Iranian Muslims. While the rest of the community has struggled with this new element, children have been extremely successful in finding ways to play with one another in spite of religious and ethnic constraints for the adult community.

This project will attempt to work with adult Christians and Muslims through a dialogue of play. Ten Christian members and 10 Muslim parents who use the youth center played games together from both cultures. One of them most effective games was one that the subjects invented themselves that did not allow the use of language. The results of this study indicate that a true religious dialogue may need to begin in silence and play.

Abstract

- Type "ABSTRACT" centered 1" (25.4 mm) from the top of the page.
- Double-space and type the title in CAPITAL LETTERS.
- Double-space and type the word "By".
- Double-space and type the author's name.
- Double-space and type the text of the abstract.
- The text of the abstract must be double-spaced and meet margin requirements.
- **Abstracts should be no more than one page.** Page(s) counted but number is not displayed

To my mother, Plendora Packintan who taught me that wisdom was knowing what
you could not do and art was the ability to make it look like you did.

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Dedication

- **Optional:** Should be brief and centered, top to bottom, on the page.
- The Pagination sequence begins at this page with lower case Roman numerals.
- The page has no heading

ACKNOWLEDGMENTS

It is impossible for me to acknowledge all who have helped me grow through this project, but I must thank:

My Husband, Logia, my mother, Splendora Pakistan, my daughter Cinchona Seethe, her husband, Husk Seethe, and their children; Lola Loupe, Sinclair, and Escocnik, and my son dear son, Morizine.

I would like to thank my Site Team: Rev. Gundry Lozada, Jesebel Akkido, and Bella Kernin.

I would also like to thank Mama Loa, my editor and friend.

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Acknowledgments

- **Optional:** A brief statement of appreciation for, or recognition of, any special assistance.
- Type “ACKNOWLEDGMENTS” centered 1” (25.4 mm) from the top of the page.
- Double-space twice.
- Text of page must be double-spaced.
- Page counted and displayed as lower-case Roman numeral

PREFACE

This physical project is a minor part of the process to a Doctorate in Ministry. More important than this small contribution is the realization that I am part of a larger community that demands a high level of integrity. As a minister, I should have known this, that the very fact of being a minister was by itself a form of power, a moral demand that is met made upon the community as a whole. Nothing has helped me more in understanding this than the idea that my ministry is built upon my actions and moral consistency and not upon my ability to speak the gospel.

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Preface

- **Optional:** Type “PREFACE” centered 1” (25.4 mm) from the top of the page
- Double-space twice. Begin typing the double-spaced text.
- Page counted and displayed as lower-case Roman numeral.

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Table of Contents

- Type “Table of Contents” centered 1” (25.4 mm) from the top of the page.
- Double-space twice. Type the listings.
- Include titles of the chapters or sections, and at least the primary and secondary subdivisions, worded exactly as they appear in the body of the text.
- Single-space within each entry and double-space between them.
- The text of each entry should be separated by a dot leader with its corresponding page number at the right margin. (Do not type periods to create the dot leader)
- No material that precedes the Table of Contents should be listed.
- Page counted and displayed as lower-case Roman numeral

CHAPTER 1
INTRODUCTION TO THE SETTING

St. Elmo Episcopal Church in Kankooka, New York

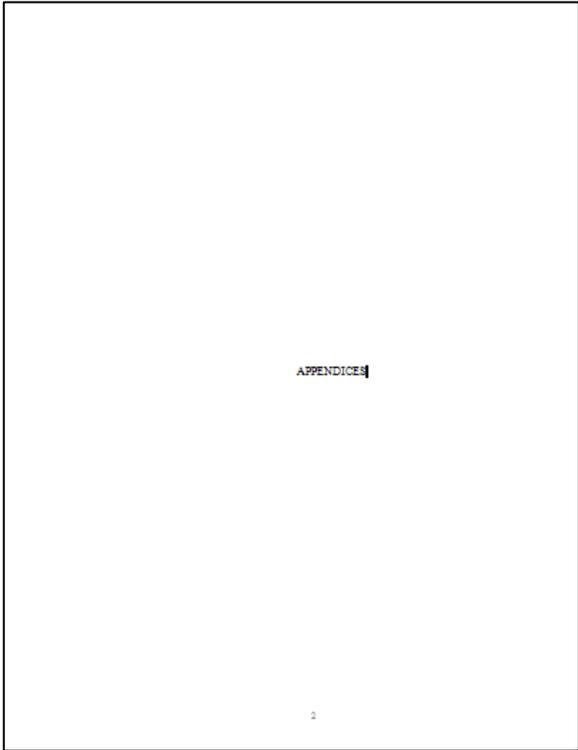
St. Elmo Episcopal Church was founded in 1896 as an Episcopal Church. The change in the demographics of the neighborhood led to the desertion of the church in 1968 by the then white congregation. In 1961, the building was purchased by Rev. Amos Proper from the Episcopal church for the minimal charge of \$1. Although the church was re-commissioned as a Baptist Church, it was decided by the congregation to keep the original name of the church as it had become a recognizable name in the neighborhood. In 1992, Rev. Proper retired and was replaced by Rev. Dr. Sidney Lumpet, who is currently the pastor of the church.

The church currently has 47 members, although as many as 100 may attend Sunday services. The demographics of the community are 80% African American, 10% Hispanic, 4% Iranian Muslim and 1% white. In 1998, the congregation determined that the large social space in the basement of the church was more than sufficient for the needs of the church and it was decided to open that space as a community center for the entire community. It soon became clear that the community needed a youth center where youth could gather and take part in positive activities. The youth center was opened in May 1999 and soon proved to be a great success. Ironically, the success of the center caused members of the church to become anxious, as the Youth Center included all youth, Christian and non-Christian and it was clear that no attempt would be made to

1

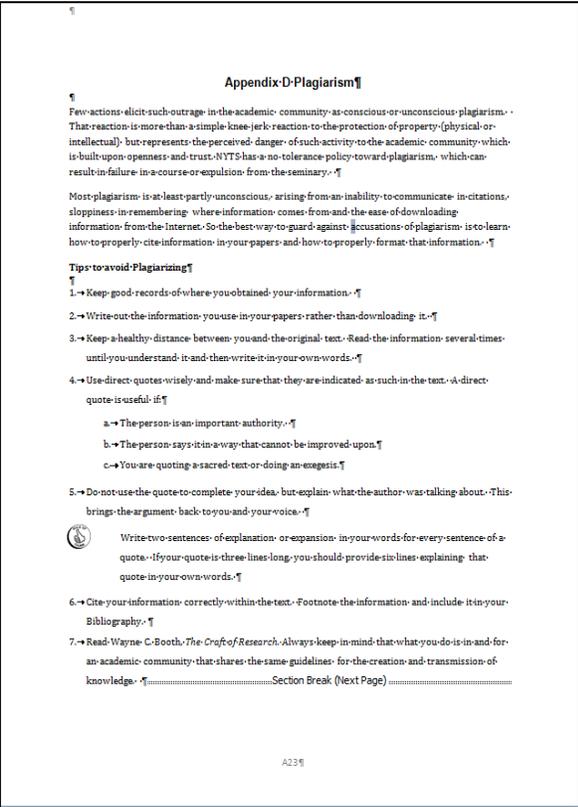
First Page of Text

- 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.
- Shift+Enter to create soft line break.
- Type the chapter title in centered CAPITALS
- 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 pages at 1 and display the pages as Arabic numerals (1, 2, 3, etc.) at the bottom of the page.
- All subsequent chapters will take this format and begin with a top margin = 2".
- Subsequent pages have a top margin=1".



Appendix Cover Sheet

- **Optional:** A cover sheet separates reference material from the text material
- Type "APPENDICES" or "APPENDICES" centered, top to bottom, on the page.



Appendix Text

- APPENDIX A (etc.) centered 1" (25.4 mm) from the top of the page.
- Shift + Enter and type the title.
- Double space twice and begin text or input graphic.
- Appendix A will be the approved proposal of your project

Bibliography

- Barth, Karl. *Church Dogmatics*, vol. IV, i, *The Doctrine of Reconciliation*. Trans. G. W. Bromiley. Ed. G. W. Bromiley and T. E. Torrance. Edinburgh, Scotland: T & T Clark, 1956.
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- Bhabah, Homi K. *The Location of Culture*. Boston, Massachusetts: Harvard University, 2001.
- Irvin, Dale T. "The Terror of History and the Memory of Redemption: Engaging the Ambiguities of the Christian Past." In *Surviving Terror: Hope and Justice in a World of Violence*. Ed. Victoria L. Erikson and Michelle Lim Jones. Grand Rapids, Michigan: Brazos Press, 2002.
- . "Towering Figures and Stirring Words: Reflections on the Lectionary Readings for August 2005." *Living Pulpit* 14, no. 3 (July 2005): 28-32. *ATLA Religion Database with ATLA Serials*. EBSCOhost (accessed July 22, 2009).
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- Moltmann, Jürgen. *The Crucified God*. Minneapolis, Minnesota: Fortress Press, 1993.
- . *Theology of Hope*. Trans. James W. Leitch. Minneapolis, Minnesota: Fortress Press, 1993.
- New York Theological Seminary. "Resources on the Web." <http://www.nyts.edu/resources-on-the-web> (accessed November 12, 2003).
- Ruiz, Lester Edwin J. "Culture, Politics, and the Sense of the Ethical: Challenges for Normative International Relations." In *Principled World Politics: The Challenge of Normative International Relations*. Ed. Lester Edwin J. Ruiz and Paul Wagner. Lanham, Maryland: Rowman & Littlefield Publishers, Inc., 2000.

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 are indented .5 inches from the left.)

**Appendix A:
Permission to Use Published Material**

The candidate is required to obtain permission from the author or publishers to quote extensively from copyrighted material. Permission for the use of all such materials must be obtained before the demonstration project is submitted to the Director of Library Services. Although there is no hard rule as the amount of copyrighted information that requires permission, a good rule of thumb is more than 250 words of text and all as well as any pictures, graphics, tables, etc. that are still under copyright.

Copyright permission is usually granted on condition that acknowledgment is made in the project. Candidates should contact the individual or institution holding the copyright as soon as possible. It is usually sufficient to send an email stating your status as a doctoral candidate at NYTS, the purpose of the project, and the information that will be reprinted. Be very specific about the information that you want to use: author, title, edition, and the size of the information that you wish to reproduce.

Permission to use subject information

Candidates should be advised that subjects of the project must be made aware of and agree to the inclusion of personal information in the project, especially if the information is acquired from a minor or is extremely sensitive in nature. Although NYTS has no formal review process, candidates have a moral duty to protect sensitive information and the individuals who provide it. The consent form usually covers the following areas: **Name of the Researcher; Title of Project; Description of Project; Risks and Benefits; Time Commitment; Confidentiality Right to Withdraw; Statement of Consent.** The following could easily be included in an email:

DMin Candidate: John Doe

You will be a subject in a DMin Project entitled Mapping Library Resources about the development of Library Services in seminaries. The project will take 6 months to complete and the results of the study will be shared with you and should provide you with information about general reading habits.

During the project, you will participate in a series of five interviews of 20 minutes each. Your name will not be included on any documents, your participation in this study is entirely voluntary, and you may choose not to participate at any time.

By signing this consent form you agree to participate in the project.

_____ Signature	_____ Date
_____ Signature of parent or guardian: (If minors are involved)	_____ Date

For any further information contact John Doe at 475 Riverside Drive, New York, NY 10115 (tel) 212-870- 1211, email: jdoe@nyts.

Appendix B: Citation Guide¹

Citing with Turabian/Chicago Style

Kate Turabian, *A Manual for Writers of Papers, Theses, and Dissertations*, 8th ed. (Chicago: University of Chicago Press, 2013) is the standard for citations at NYTS and a copy should be owned by every student. The relevant citation information is contained in Chapter 17 of Turabian, "Notes-Bibliography Style: Citing Specific Types of Sources."

There are 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. A footnote number immediately follows. Use the form sparingly, lest your paper become a collection of the words of others.

Exact quotes should be used for three purposes: 1) The writer is a major authority in the field; 2) the writer has written in a way that could not be improved upon; 3) The quote is to be analyzed or exegeted thoroughly in the paper.

If less than five lines, exact quotes are set off with quotation marks, followed by a footnote number.

"Members of the organization met regularly."¹

According to NYTS format, if the quote is five lines or more, the entire quote should be single spaced and indented five spaces from both margins with a blank line before and after.

Quotation marks should not appear unless they are in the original text.

→ Members of the organization met regularly. 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 writer's thoughts expressed in your own words. 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 idea in your own words.

Unlike direct quotes, the text is not surrounded by quotation marks. Like direct quotes a footnote number appears directly after the quote.

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. It does not take quotation marks, but has a footnote number.

¹ Information from Jerry Reisig, *Access: Key to Unlocking Information Literacy*, 4th ed. (New York: New York Theological Seminary, 2014).

Footnotes

Footnote or Endnote

In the footnote system, citations appear at bottom of the page where the information is cited. In the endnote system, citations appear at the end of the chapter or at the end of the book. Different scholastic institutions or departments may require one or the other. The bibliography-footnote system is required at New York Theological Seminary and at most other seminaries.

Footnote Syntax

The footnote appears at the bottom of the page on which the cited information is found. The footnote is a single sentence containing three bibliographic fields (who/what/where): author, title, and publication information, as well as a page number. Fields or clauses are separated by commas or parentheses and the footnote/sentence ends with a period. (I have emphasized the punctuation in the examples.)

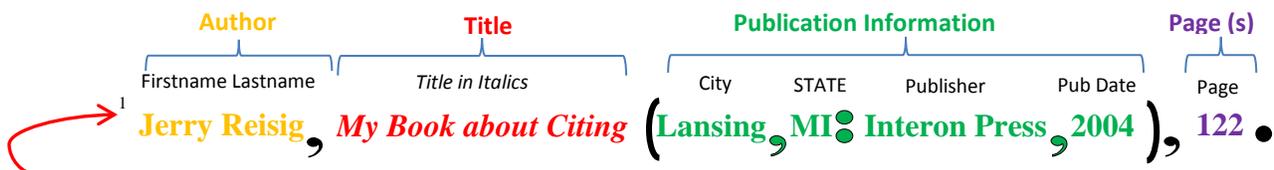
Footnote Format

Footnote entries and number are in ten point with a first line indent. They are single spaced within and separated by a 10 point space. (One of the easiest ways to do this is to change the footnote style in your word processor.) Footnote numbers are Arabic numerals and are superscripted.

Standard format for a book:

Firstname Lastname of Author, ***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:
(Punctuation is expanded for effect)



Note: Footnote numbers are superscripted and footnote has a first line indent.

First occurrence of footnote:

¹ Jerry Reisig, *This is My Book about Citing Sources* (Lansing, MI: Big Brother is Watching Publishers, 2009), 2.

Subsequent occurrences:

¹² Reisig, *My Book*, 23-24.

Standard format for a Journal Article:

Journals are produced regularly, so that the volume number increases every year. If the journal is produced more than once a year, it may also have issues; if it is published 4 times a year it has 4 issues for every volume. Journal articles, like chapters in book, are parts of a larger work. The name of the journal is italicized like the title of a book, but the individual article is placed in "double quotes." Unlike books, journals do not have publication information, as there is only one version of the journal. The only publication information is the date of publication unless the journal is produced elsewhere in another language. There is no comma between the *Journal Name* and the volume number.

Firstname Lastname of Author(s) of Article, "Title of Article in Double Quotation Marks," Title of Journal in Italics Volume number, issue number (Date of Publication): page number(s).

The footnote for a journal article with a single author would take the form:
(Punctuation is expanded for effect)



Note: Footnote numbers are superscripted and footnote has a first line indent.

First occurrence of the journal footnote:

¹Jerry Reisig, "Citations," *Journal of Citations* 32, no.1 (Jan, 2014): 122.

Subsequent occurrences:

¹²Reisig, "Citations": 23-24.

Note: Page number(s) are separated with a colon rather than a comma.

Ibid.

Ibid. means "in the same place" and is used to cite a work that has just been cited and that is found in the same work. If the citation is on a different page, specify the page number; otherwise the word alone is sufficient. (Note: Ibid. is not italicized and is followed by a period.)

¹²Reisig, *My Book*, 23-24.

¹³ Ibid.

If the citation occurs on the same page

¹⁴ Ibid., 7.

If the citation occurs on a different page

Reference Works:

s.v

Sub verbo (under the word) is the correct designation for footnotes from common encyclopedias rather than the designation of page numbers.

For an article on Salvation from the *Encyclopedia Britannica*, the emphasis is on the name of the entry. Note: references from well-known encyclopedias are not included in the bibliography.

¹⁴ *Encyclopedia Britannica*, 15th ed., s.v. "Salvation."

Wikipedia

Like any encyclopedia, Wiki is tertiary information that is usually not accepted in research papers (See Tertiary sources). Its usage in research papers is generally looked at with suspicion by the academic community, and many professors will not accept *Wikipedia* citations in papers. Students, therefore, are advised to neither download nor cite *Wikipedia* information in their papers. Be safe and NEVER use it in citations.

The Bible and Sacred Works

The formatting style sheet for NYTS requires that biblical citation be in parenthetical form. (Book Chapter: Verse Translation) such as: (John 4:3 NRSV) where NRSV is the New Revised Standard Version, the most commonly used citation in the academic community. NYTS has no required translation but formatting rules demand that you use one translation throughout your paper. If you use cite a different translation(s), inform the reader why. Do not leave it to the reader to figure it out. Otherwise, the assumption will be that you are sloppy and inconsistent rather than discerning and bold.

Classical Works

Works produced in classical Greece and Rome, Medieval Europe and the Renaissance are cited differently. They are organized into numbered books and sections rather than pages and are cited to the line of the work. Since the references are being made to the original language rather than translation, the exact location of the quote must be cited.

The format for a book is:

[Author], [Title] [Book/Section (Poem/Stanza)]. [Line #s cited]

The footnote for Augustine *De civitate Dei*, Book 20, line 1 is:

¹ Augustine, *De civitate Dei* 20.1.

The format for a poem is:

[Author], [Title] [Stanza]. [Line #s cited]

The footnote for Homer's *Iliad*, stanza 18, lines 141 through 143 is:

¹ Homer, *Iliad* 18.141-143.

Bibliography Entry

Unlike the footnote which designates the specific place in a work where the information was taken from, a bibliography is a list of all the works that were used to construct the work. Usually it contains all works that were cited in footnotes (except specific types of works that do not normally appear in bibliographies (See Citation Table). Works that have influenced the work, but which are not specifically cited within it are also included. In addition are often included works that are seminal to the discipline. Like the footnote, it includes the information that is found in the bibliographic record; unlike the footnote, it does not include specific page numbers, as it refers to the entire work.

The information in a bibliography entry is a series of bibliographic fields divided by periods and ending with a period. Since the bibliography is in alphabetical order, only the first author's name is in the format Lastname, Firstname. All subsequent authors in the same entry are in the form Firstname Lastname. Unlike the footnote that specifies where information exists within the source, bibliography entries refer to the entire source, and do not include page numbers unless the source is a part of a larger work, such as a journal article or an essay in a book. Bibliography entries have a hanging indent, are single-spaced within the entry and double spaced between entries.

Standard format for a book:

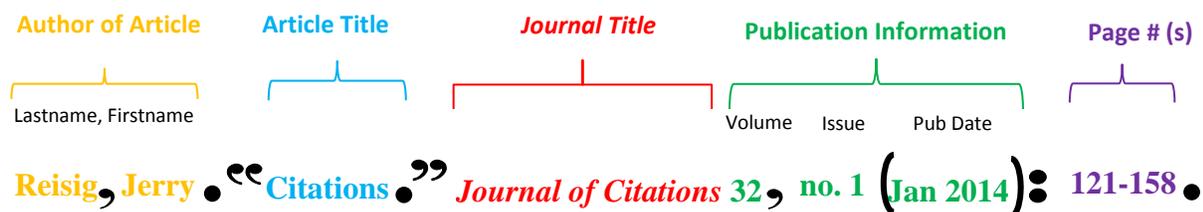
Lastname, Firstname of Author. *Title of Book in Italics.* **Place of publication: Publisher, Date of Publication.**

The bibliography entry with a single author would take the form:
(Punctuation is expanded for effect)



Standard format for a Journal Article:

Lastname, Firstname of Author(s) of Article, "Title of Article in Double Quotation Marks," *Title of Journal in Italics* **Volume number, issue number (Date of Publication): page number(s).**



Two works by the same author:

If a bibliography has two or more entries by the same author, the author's name is spelled out fully in only the first entry. In all subsequent entries, **three condensed em dashes** (six dashes) replace the author's name. Entries by the same author are sorted alphabetically or by date of publication.

Reisig, Jerry. *This is My First Book about Citing Sources and My Name is Spelled Out*. Lansing, MI: Big Brother is Watching Publishers, 2009.

———. *This is My Second Book about Citing Sources and My Name Is Replaced by Three Em Dashes*. Lansing, MI: Big Brother is Watching Publishers, 2009.

Table Citation Guide

The following is a quick cheat sheet of Footnote and Bibliography entries for the different types of sources.

	Footnote	Bibliography
One Author	¹ James Cone, <i>A Black Theology of Liberation</i> (Maryknoll, NY: Orbis Books, 2005), 65.	Cone, James. <i>A Black Theology of Liberation</i> . Maryknoll, NY: Orbis Books, 2005.
Two Authors	² Dale T. Irvin and Scott W. Sundquist, <i>Earliest Christianity to 1453</i> , vol. 1 <i>History of the World Christian Movement</i> (Maryknoll, NY: Orbis Books, 2001), 65.	Irvin, Dale T. and Scott W. Sundquist. <i>Earliest Christianity to 1453</i> . Vol. 1 <i>History of the World Christian Movement</i> . Maryknoll, NY: Orbis Books, 2001.
Four or more authors	³ Edward Laumann et al., <i>The Social Organization of Sexuality</i> (Chicago: University of Chicago Press, 1994), 262.	Laumann, Edward, John H. Gagnon, Robert T. Michael, and Stuart Michaels. <i>The Social Organization of Sexuality</i> . Chicago: University of Chicago Press, 1994.
Editor, translator, or compiler instead of author	⁴ Michael Welker, ed., <i>The Work of the Spirit: Pneumatology and Pentecostalism</i> (Grand Rapids, MI: William B. Eerdmans, 2002), 59.	Welker, Michael, ed. <i>The Work of the Spirit: Pneumatology and Pentecostalism</i> . Grand Rapids, MI: William B. Eerdmans, 2002.
Editor/translator/compiler + author	⁵ Thomas Aquinas, <i>Selected Works</i> , ed. and trans. Ralph McNery (New York: Penguin, 1998), 23.	Aquinas, Thomas, <i>Selected Works</i> . Edited and translated by Ralph McNery. New York: Penguin, 1998.
Volume in Multivolume Set	² Dale T. Irvin and Scott W. Sundquist, <i>Earliest Christianity to 1453</i> , vol. 1 of <i>History of the World Christian Movement</i> (Maryknoll, NY: Orbis Books, 2001), 65.	Irvin, Dale T. and Scott W. Sundquist. <i>Earliest Christianity to 1453</i> . Vol. 1 of <i>History of the World Christian Movement</i> . Maryknoll, NY: Orbis Books, 2001.
Chapter or other part of a book	⁶ Dale T. Irvin, "The Terror," in <i>Surviving Terror</i> , edited by Victoria L. Erickson and Michelle Lim-Jones, 10-63 (Grand Rapids, MI: Brazos Press, 2002), 43.	Irvin, Dale T. "The Terror." In <i>Surviving Terror</i> , edited by Victoria L. Erickson and Michelle Lim-Jones, 10-63. Grand Rapids, MI: Brazos Press, 2002.
Dissertation or DMin Project	⁸ Jerry Reisig, "Negotiated Space: A Paradigm of Decentralized Library Services" (DMin diss., New York Theological Seminary, 2010).	Reisig, Jerry. "Negotiated Space: A Paradigm of Decentralized Library Services." DMin diss., New York Theological Seminary, 2010.
Article in a print journal	⁷ Obery Hendricks, "The Domestication of Martin Luther King," <i>The AME Review</i> (April-June 1998): 53.	Hendricks, Obery. "The Domestication of Martin Luther King." <i>The AME Review</i> (April-June 1998): 51-59.

	Footnote	Bibliography
Book review	¹¹ Obery Hendricks, "The Hand That Interprets Controls History," review of <i>Stony the Road We Trod</i> , edited by Cain Hope Felder, <i>Sojourners</i> 22 (December, 1993): 46.	Hendricks, Obery. "The Hand That Interprets Controls History." Review of <i>Stony the Road We Trod</i> , edited by Cain Hope Felder. <i>Sojourners</i> 22 (December, 1993): 46-47.
Magazine article	¹⁰ Richard Behar, "Scientology: The Thriving Cult of Greed and Power," <i>Time Magazine</i> , 6 May, 1991, 50.	Behar, Richard, "Scientology: The Thriving Cult of Greed and Power." <i>Time Magazine</i> , 6 May, 1991.
Newspaper article	¹⁰ Michael Paulson, "Americans Claim to Attend Church Much More Than They Do," <i>New York Times</i> , 17 May, 2014.	Newspapers usually do not appear in bibliographies (See Turabian 11.44)
Lecture	¹² Moses Biney, "Social Context" (lecture, New York Theological Seminary, November 14, 2011).	Biney, Moses. "Social Context." Lecture, New York Theological Seminary, November 14, 2011.
Well known Reference Works	¹⁴ <i>Encyclopedia Britannica</i> , 15 th ed., s.v. "Salvation."	Well known Reference Works usually do not appear in the Bibliography.
Abstract	¹⁵ Keith Russell, "What About Lazarus? A Theological Reflection On Poverty In The United States," abstract, <i>Review & Expositor</i> 111, no. 2 (May 2014): 149.	Generally not included in Bibliography
Pamphlets and Reports	¹³ New York Theological Seminary, <i>2014 Annual Report</i> (New York Theological Seminary, 2014).	Generally not included in Bibliography
Quote cited by another author	¹⁶ Peter Taylor Forsyth, <i>The Principle of Authority</i> (London: Independent Press, 1952), 55, quoted in Donald Bloesch, <i>A Theology of Word & Spirit</i> (Downers Grove, IL: InterVarsity Press, 1992), 203.	Forsyth, Peter Taylor. <i>The Principle of Authority</i> . London: Independent Press, 1952. Quoted in Donald Bloesch, <i>A Theology of Word & Spirit</i> . Downers Grove, IL: InterVarsity Press, 1992.
Kindle Book	¹⁷ Phyllis Tribble, <i>God and the Rhetoric of Sexuality</i> (Philadelphia: Fortress, 1978), Kindle Electronic Edition: Chapter 4, Location 288-90.	Tribble, Phyllis. <i>God and the Rhetoric of Sexuality</i> . Philadelphia: Fortress, 1978. Kindle Electronic Edition.
Google Book (or other online books)	¹⁶ William James. <i>The Varieties of Religious Experience</i> (London: Longman, Greens, and Co., 1911), 15, http://books.google.com/ (accessed December 22, 2009).	James, William. <i>The Varieties of Religious Experience</i> . London: Longman, Greens, and Co., 1911. http://books.google.com/books (accessed December 22, 2009).

	Footnote	Bibliography
Online Database (Such as ATLA Religion Database)	²³ Sohail H. Hashmi, "The Rights of Muslim Women: a Comment on Irene Oh's The Rights of God," <i>Journal Of Religious Ethics</i> 38, no. 3 (September 1, 2010): 588-593, <i>ATLA Religion Database with ATLASerials</i> , EBSCOhost (accessed November 15, 2011).	Hashmi, Sohail H. " The Rights of Muslim Women: a Comment on Irene Oh's The Rights of God." <i>Journal Of Religious Ethics</i> 38, no. 3 (September 1, 2010): 588-593. <i>ATLA Religion Database with ATLASerials</i> , EBSCOhost (accessed November 15, 2011).
Online Journal (Journal published Online)	¹⁴ Afe Adogame, "Dealing with Local Satanic Technology: Deliverance Rhetoric in the Mountain of Fire and Miracles Ministries," <i>Journal of World Christianity</i> 5, no. 1 (2012): 77, http://www.journalofworldchristianity.org/ .	Adogame, Afe. "Dealing with Local Satanic Technology: Deliverance Rhetoric in the Mountain of Fire and Miracles Ministries." <i>Journal of World Christianity</i> 5, no. 1 (2012): 75-101. http://www.journalofworldchristianity.org/ .
Online Magazine	¹ Katherine Ozment, "Losing Our Religion," <i>Boston Magazine</i> , January, 2003, http://www.bostonmagazine.com/2012/12/losing-our-religion-non-religious-parenting/ .	Ozment, Katherine. "Losing Our Religion." <i>Boston Magazine</i> , January, 2003. http://www.bostonmagazine.com/2012/12/losing-our-religion-non-religious-parenting/ .
Online Newspaper	³⁰ Jodi Rudorenmay, " For Middle East, Region of Religious Conflict, Pope Suggests a Respite in Prayer," <i>nytimes.com</i> , 27 May 2014, http://www.nytimes.com/2014/05/28/world/middleeast/for-middle-east-region-of-religious-conflict-pope-suggests-a-respite-in-prayer.html .	Newspapers are usually not included in Bibliographies
Website with Author/Identifier	⁵⁰ John Doe, "Strategic Plan," http://www.nyts.edu (accessed July 4, 2014).	Doe, John. "Strategic Plan." http://www.nyts.edu (accessed July 4, 2014).
Website without Author/Identifier	⁵¹ Columbia University, http://www.columbia.edu (accessed February 3, 2008).	Columbia University. http://www.columbia.edu (accessed February 3, 2008).
Wikipedia (Chicago form)	⁵¹ <i>Wikipedia, The Free Encyclopedia</i> , s.v. "Plagiarism," last modified on March 7, 2004, http://en.wikipedia.org/w/index.php?title=Plagiarism&oldid=5139350 (accessed August 10, 2004).	Since Wikipedia is an encyclopedia, it will not occur in the bibliography (Reading of Turabian 17.5.2)

	Footnote	Bibliography
Weblog (Blog) post	⁵² Martha R. Jacobs, "A Christian Guide to Confronting End of Life Issues" <i>The Huffington Post</i> , entry posted March 5, 2010, http://www.huffingtonpost.com/rev-martha-r-jacobs/a-clergy-guide-to-end-of-_b_836865.html . (accessed March 10, 2010).	Entries are only cited in the Notes.
Personal interview:	⁵² Jerry Reisig, interview by author, New York, NY, October 10, 2013.	Entries are only cited in the Notes.
DVD or Video:	⁵³ Cecil B DeMille, et al., <i>The Ten Commandments</i> (Hollywood, CA: Paramount DVD, 2006).	DeMille, Cecil B., Aeneas MacKenzie, Jesse L. Lasky, Jack Gariss, Fredric M. Frank, Charlton Heston, and Yul Brynner. <i>The Ten Commandments</i> . Hollywood, CA: Paramount DVD, 2006.

Appendix D Plagiarism

Few actions elicit such outrage in the academic community as conscious or unconscious plagiarism. That reaction is more than a simple knee-jerk reaction to the protection of property (physical or intellectual) but represents the perceived danger of such activity to the academic community which is built upon openness and trust. NYTS has a no-tolerance policy toward plagiarism, which can result in failure in a course or expulsion from the seminary.

Most plagiarism is at least partly unconscious, arising from an inability to communicate in citations, sloppiness in remembering where information comes from and the ease of downloading information from the Internet. So the best way to guard against accusations of plagiarism is to learn how to properly cite information in your papers and how to properly format that information.

Tips to avoid Plagiarizing

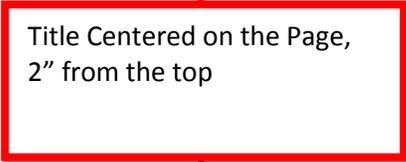
1. Keep good records of where you obtained your information.
2. Write out the information you use in your papers rather than downloading it.
3. Keep a healthy distance between you and the original text. Read the information several times until you understand it and then write it in your own words.
4. Use direct quotes wisely and make sure that they are indicated as such in the text. A direct quote is useful if:
 - a. The person is an important authority.
 - b. The person says it in a way that cannot be improved upon.
 - c. You are quoting a sacred text or doing an exegesis.
5. Do not use the quote to complete your idea, but explain what the author was talking about. This brings the argument back to you and your voice.



Write two sentences of explanation or expansion in your words for every sentence of a quote. If your quote is three lines long, you should provide six lines explaining that quote in your own words.

6. Cite your information correctly within the text. Footnote the information and include it in your Bibliography.
7. Read Wayne C. Booth, *The Craft of Research*. Always keep in mind that what you do is in and for an academic community that shares the same guidelines for the creation and transmission of knowledge.

APPENDIX E:
SAMPLE DEMONSTRATION PROJECT

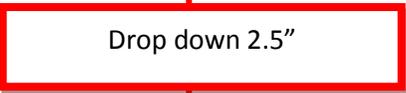


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2" from the top

NEGOTIATED SPACES: A PARADIGM FOR DECENTRALIZED LIBRARY
SERVICES

By

TOM DOE



Drop down 2.5"

DEMONSTRATION PROJECT

Submitted to
New York Theological Seminary
in partial fulfillment of the requirements for the degree of

DOCTOR OF MINISTRY

New York, New York, USA 2010



Copyright information at the
lower right hand corner of
the page

Copyright
TOM DOE
2013

Top margin 1.0"
Pages not numbered

ABSTRACT

NEGOTIATED SPACES: A PARADIGM FOR DECENTRALIZED LIBRARY SERVICES

By

JOHN DOE

In 2003, New York Theological Seminary sold its library and began a series of negotiations for the use of other libraries and local resources. Relationships with the Burke Library and the Columbia system assured access to a world-class research library, but did not provide necessary access to databases and other resources from students' homes or places of employment. By mapping information resources in the community and negotiating access to institutions, Library Services has successfully created a decentralized library, without incurring unwarranted expense.

Until this project, the NYTS negotiated library system has been undefined and has lacked a manual that maps networked information spaces and provides direction to available resources. In addition, Library Services has lacked an information literacy training manual that corresponds to the needs and realities of student lives, while remaining faithful to the mission of the seminary.

In this project, I will investigate the concept of a negotiated library and will develop a paradigm of decentralized library services that is consistent with the vision of NYTS as a seminary without walls. The project will demonstrate how the negotiation of resources—information providers, computer access, broad information literacy training, and in-depth documentation—can create a sufficient, flexible, and inexpensive negotiated library that empowers individual students and transforms their ministries.

ACKNOWLEDGEMENTS

To my site team without whose encouragement I would never have done this project and with whose support I was able to complete it on time;

To my advisor whom I should have listened to more;

To President and Academic Dean for their support of the institution;

To the Director of the DMin Program, who has graciously shepherded me through;

To the Director of Library Services who has kept his promise and seen me through To my editor, who made me look good;

To New York Theological Seminary for providing me the time and space to learn.

1.0 Top Margin

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New Chapter

INTRODUCTION

Negotiation of space always involves questions of power, social status, economics, and mobility, and requires an understanding of the acceptable rituals of exchange. A recent credit card commercial featured hundreds of shoppers at a retail establishment furiously swiping their credit cards, one after another, in a type of choreographed dance of immediate gratification. Suddenly someone "out of the know" presented cash as payment, and the entire flow of buyers shut down. The message was that anyone who uses cash disrupts the flow of space properly negotiated through credit, and paying with cash is an anti-social action. A disruption of flow occurs in the city when outsiders do not know how to claim space. All of us have been walking down the street when a tourist decides to stand and block the sidewalk in order to look up at a skyscraper. Like the line of shoppers in the commercial, pedestrian traffic comes to a halt and is backed up when outsiders do not know how to properly negotiate space.

If you live in New York City, you realize that space is always being negotiated, constantly being created and destroyed—carving out room on a subway platform; navigating a crowded street; turning up the volume on the television to drown out the soprano practicing next door. You negotiate entrance into the library with a valid ID card; you negotiate exit from your job at night by signing out at the front desk.

1.0" bottom Margin

CHAPTER 2: ANALYZING CHALLENGE

The site team looked at the four competencies that I had selected at the outset of the project and re-evaluated my process with them. Each site team member wrote an analysis of my competencies, and these evaluations were merged into a larger one.

From the outset, my ability as a theologian was considered as worthy of attention by the site team, not only because of its importance in ministry, but also because at least one member expressed a “lack of clarity” about what I believe. I, therefore, began a program of reading the major theologians in the reformed tradition, beginning with Calvin, through Barth and up to current secondary literature on the subject. During the process, I discovered that my theology is not centered in the reformed tradition, but is much closer to other offshoots of that tradition, including Baptists and Quakerism. I found consistency with the idea of the “universal Christ” in Quaker theology, where that of God is all is also referred to as the “Teacher, Seed, and Truth.” Perhaps my greatest growth was in my ability to accept theologies that are radically different as new expressions of the same Spirit. Within the context of this project I was able not only to express my newfound understanding, but also to listen to people as they described their own. My study groups, sermons, and prayers took on a new, multicultural quality, and my congregation, rather than being offended, embraced my new thinking. Engage in biblical and theological reflection that focuses on a multi-cultural society.

I have always prided myself on my preaching, the ability to put into words what I and others are thinking, so I was not prepared when a site team member told me that I

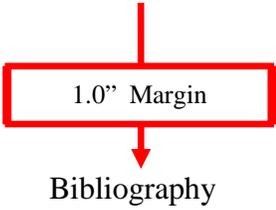
CHAPTER 6: MINISTERIAL COMPETENCIES

The site team looked at the four competencies that I had selected at the outset of the project and re-evaluated my process with them. Each site team member wrote an analysis of my competencies, and these evaluations were merged into a larger one.

From the outset, my ability as a theologian was considered as worthy of attention by the site team, not only because of its importance in ministry, but also because at least one member expressed a “lack of clarity” about what I believe. I, therefore, began a program of reading the major theologians in the reformed tradition, beginning with Calvin, through Barth and up to current secondary literature on the subject. During the process, I discovered that my theology is not centered in the reformed tradition, but is much closer to other offshoots of that tradition, including Baptists and Quakerism.

I found consistency with the idea of the “universal Christ” in Quaker theology, where that of God is all is also referred to as the “Teacher, Seed, and Truth.” Perhaps my greatest growth was in my ability to accept theologies that are radically different as new expressions of the same Spirit. Within the context of this project I was able not only to express my newfound understanding, but also to listen to people as they described their own. My study groups, sermons, and prayers took on a new, multicultural quality, and my congregation, rather than being offended, embraced my new thinking. Engage in biblical and theological reflection that focuses on a multi-cultural society.

APPENDICES



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Repeated authors name are substituted by 3 em dashes or six dashes

———. "Towering Figures and Stirring Words: Reflections on the Lectionary Readings for August 2005." *Living Pulpit* 14, no. 3 (July 2005): 28-32. *ATLA Religion Database with ATLASerials*, EBSCOhost (accessed July 22, 2009).

Migliore, Daniel L. *Faith Seeking Understanding: An Introduction to Christian Theology*. Grand Rapids, MI: William B. Eerdmans, 1991.

Moltmann, Jürgen. *The Crucified God*. Minneapolis: Fortress Press, 1993.

Ruiz, Lester Edwin J. "Culture, Politics, and the Sense of the Ethical: Challenges for Normative International Relations." In *Principled World Politics: The Challenge of Normative International Relations*, edited by Lester Edwin J. Ruiz and Paul Wapner, 323-346. Lanham, MD: Rowman & Littlefield, 2000.