

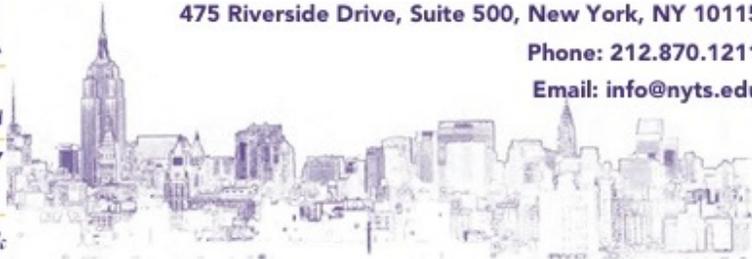
**NEW YORK
THEOLOGICAL
SEMINARY**

...continuing The Biblical Seminary in New York

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**AY2016-2017
FORMATTING GUIDE FOR
ALL MASTERS PAPERS**

(MDIV, MAPCC, MARE, MAYM, MARLA)¹

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¹This document is adapted from *The DMin Formatting Guide, The Library Services Guide, and Access: Unlocking the Power of Information Literacy*, by Jerry Reisig. Revised 9/4/2016.

Table of Contents

FORMAT REQUIREMENTS/GUIDELINES.....	1
PAGE NUMBERING AND PLACEMENT	2
Table 1 - Pagination and Sequencing	3
Formatting Guidelines	4
APPENDIX A: CITATION GUIDE	6
Footnotes	7
Standard format for a book:.....	7
Standard format for a Journal Article:.....	8
Ibid.	8
Reference Works:.....	9
s.v.....	9
Wikipedia.....	9
The Bible and Sacred Works.....	9
Classical Works.....	9
Bibliography Entry	10
Standard format for a book:.....	10
Standard format for a Journal Article:.....	10
Table Citation Guide.....	12
APPENDIX B: PLAGIARISM.....	16
APPENDIX C: SAMPLE PAPER.....	17

Formatting requirements in this Guide are the default requirements for all papers produced in the NYTS Masters Programs papers other than the Credo or Captstone for which individual Guides are published. If an instructor's **specific** formatting requirements differ from those in this Guide, the **specific written** formatting requirements of the individual instructor take precedence over those **same specific** requirements in this Guide.

FORMAT REQUIREMENTS/GUIDELINES

Spacing

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

Margins

- First Page of Introduction or Chapter:
 - Top: 2" (50.8 mm)
 - Left, Right, and Bottom 1" (25.4 mm)
- All other pages:
 - Top, Bottom and Right: 1" (25.4 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 edition (see Appendices for additional information). In-text citations are used only for Biblical citations.
- All footnotes conform to the margins of the page.
- 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.
- The footnote number is not on line with the footnote text, but is superscripted before the first character of the footnote text.
- Footnotes are single spaced within, and double spaced between (See Appendix B: Changing footnote style).

Printing and Copying (Not all assignments will necessarily be Printed)

- No cross-outs, lines, smudges and smears, and white-out.
- Ask your professor whether or not you can print double-sided.

Paper

- White paper, clean copy paper.

PAGE NUMBERING AND PLACEMENT

(See Table 1 on next page)

Preliminary Pages

- “Preliminary pages” refers to all pages that precede the text of the paper.
- Count, do not number, the title page.
- Count and number with roman numerals (iii, iv, v, etc.) the table of contents.
- Numbers are placed in the center of the page 0.5" (12.7 mm) from the bottom.

Text and Bibliography

- Count and number all pages.
- The first page of text (often the first page of the Introduction or the first chapter) begins with an Arabic number 1.
- Arabic numerals (1, 2, 3, etc) are placed on all consecutive pages, including the text, appendices and bibliography.
- Page numbers are placed in the footer of the page, centered 0.5" (12.7 mm) from the bottom.
- The Bibliography should be at the end of the paper.
- At the top of the bibliography should be the single word **Bibliography** followed by a two double spaces.

Endnotes

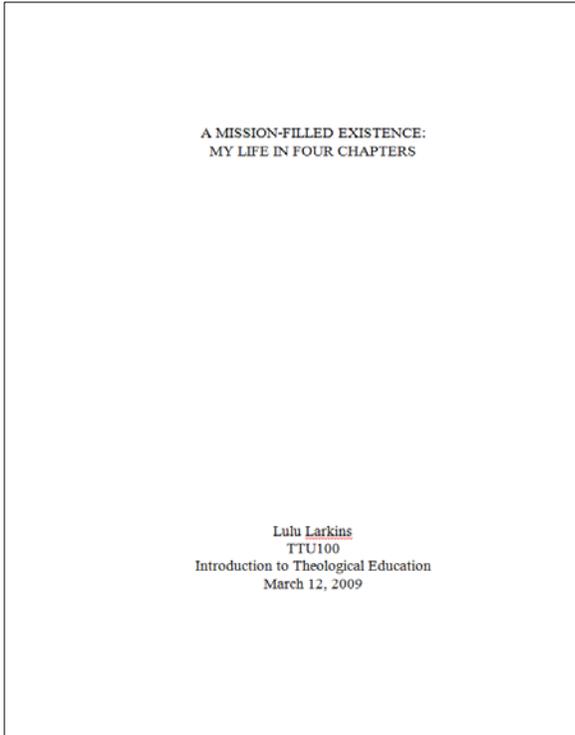
- Use endnotes only if the professor allows or requires them. Otherwise the NYTS standard is a footnotes and a bibliography
- At the top of the bibliography should be the single word **Bibliography** followed by a two double spaces.

Table 1 - Pagination and Sequencing

The following table shows the proper sequence for pagination. These areas may or not be applicable to your paper. Required for most academic papers are: title page, body of paper, and bibliography. Your professor will specify which elements that your paper must have.

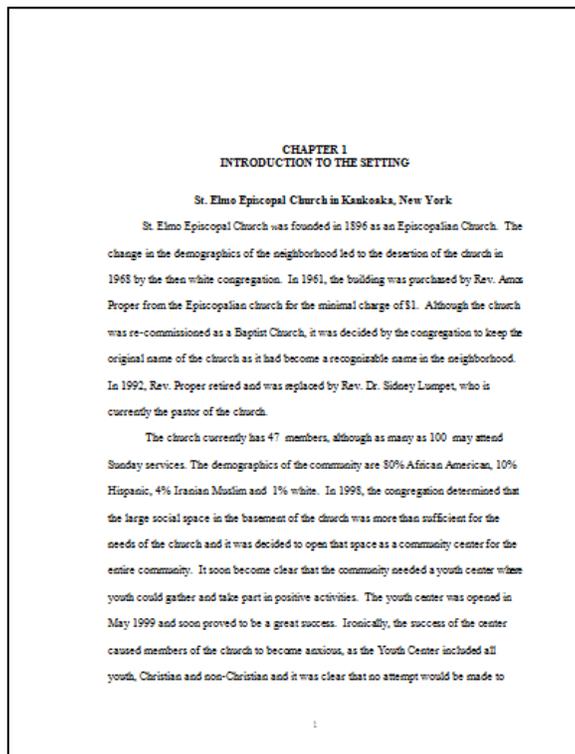
SEQUENCE	PAGINATION	Page Number Placement
Preliminary Pages	Lower Case Roman Numerals	
Title Page	Count/Do Not Number	None
Table of Contents	Count/Number	Bottom/Center
Text	Arabic Numbers Starting at 1	
Introduction	Count/Number	Bottom/Center
Body of Paper	Count/Number	Bottom/Center
Reference Pages		
Bibliography		Bottom/Center

Formatting Guidelines



Cover Page

- A cover page varies in style and is usually found on papers of 5 or more pages, although any paper can have an cover page.
- Do not add cover page to the total number pages
- Do not include graphics
- Title Centered in Caps with 3" top margin
- Go down 3" and type the following in title case:
 - Author,
 - Course Number and Name
 - (Optional Instructor)
 - Date



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.
- 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 page numbering at 1 in Arabic numerals (1, 2, 3, etc.) at the bottom of the page.
- The first page of all subsequent chapters will take this format and begin with a top margin = 2".
- Subsequent pages will have a top margin=1".

of ourselves in terms of how we create space, we are continually in a state of negotiation with the owner, neighbors, family. To refer to a rental apartment as "my apartment" speaks to the way in which we come to claim space and make it personal.

For immigrants and foreign students who are living in New York, and for people who are at the extreme economic or social fringes, the feeling of controlling ones negotiated spaces decreases significantly, as language, economic insecurity, and racism make it difficult to truly negotiate ones living space. At the same time, communities of immigrants and the poor and the central position of the church in those communities allows for social negotiation and increases the validity of rights made over spaces. An interesting phenomenon of NYTS is not how it comes to own spaces (it owns none) but how it claims and negotiates those spaces in a way that empowers students and faculty while it demands that social and institutional networks be established and maintained. The "campus as city" is more than a reference to the idea that city serves as a pedagogical tool, but also as a description of how the seminary negotiates personal, spiritual, pedagogical, physical and ministerial spaces. When the entire city (and its global relationships) is identified as the "campus" of the seminary, then the seminary becomes decentralized and unlike the wiser and more affluent institutional boxes, does not have a place to lay its head. Or more accurately, does not have a place that it must not negotiate the places that it resides.

At NYTS Library Services has no place that could be place its shingle, as the seminary decided in 2003 that having a resident library was no longer used enough to warrant its expense, nor was it consistent with the ethos of the rest of the institution. Selling the library collection in 2003 to Fuller Seminary left the seminary in a position that resulted in the change of the concept

³Shreema Mehta, "Rising 'Stabilized' Rents Threaten New Yorkers' Housing." *The New Standard*, June 30, 2006. <http://newstandardnews.net/content/index.cfm?item=3366>.

Subsequent Pages of Text

- Top margin should be set at 1".
- Continue counting numbers.

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.

Babak, 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. Erickson and Michelle Lim Jones. Grand Rapids, Michigan: Brazos Press, 2002.

———. "Towering Figures and Stinging 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, Michigan: William B. Eerdmans Publishing Company, 1991.

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 Wanner. 323-346. 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.
- Entries should be formatted with a hanging indent. (The first line is flush left and subsequent lines within the entry are indented .5 inches from the left margin.)
- The list of sources is single-spaced within, and double-spaced between, entries.

Appendix A: Citation Guide²

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 two major 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 of 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

² 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.)

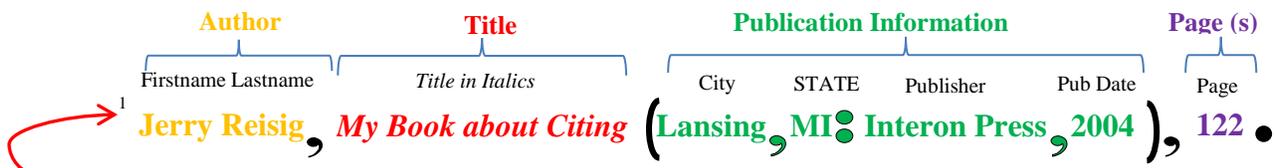
Footnote Format

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:

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

Subsequent occurrences:

¹² Reisig, "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.)

¹² Reisig, *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:

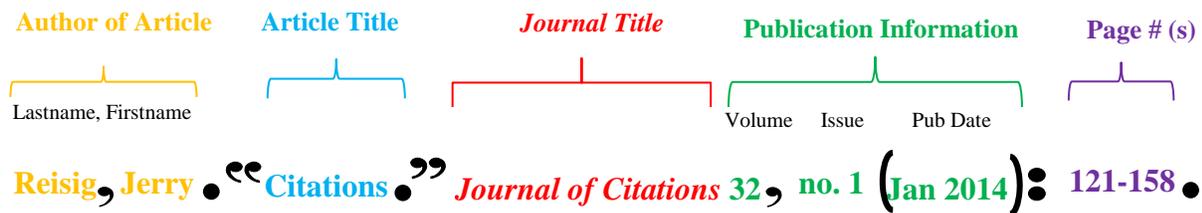
Lastname, Firstname of Author. *Title of Book in Italics.* **Place of publication: Publisher, Date of Publication.**

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 B: 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.

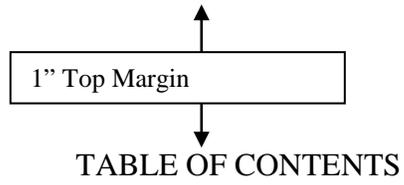
**APPENDIX C:
SAMPLE PAPER**



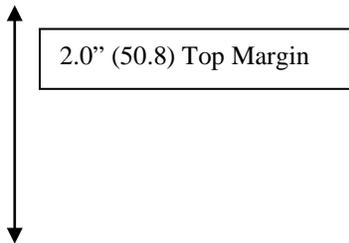
3" (50.8 mm) Margin

A MISSION-FILLED EXISTENCE:
MY LIFE IN FOUR CHAPTERS

Lulu Larkins
TTU100
Introduction to Theological Education
March 12, 2009



CHAPTER 1: I WAS BORN.....	1
APPENDIX A: USING GOOGLE BOOKS.....	3
BIBLIOGRAPHY.....	4



CHAPTER 1

I Was Born

I was raised in a small farming community in West Texas. My grandparents and parents were farmers and ranchers who embodied a profound Christian faith, one that focused on living life fully and well. The main point of their daily prayers was an invocation to be mindful of the needs of other people. When I returned home each year, I was eager to see what avenues of service were central in their lives.

When I was ten years old, my father died in a horrible accident that left our family deeply scarred. My mother and I were the only ones left. My mother and I were brought together in ways that were never before. My mother, Joanna, put it very well, “Dad worked hard to care for this land. He lives with us for as long as we care for it.”³

I never imagined at that time that I would be attending a seminary, and certainly not in New York City. I assumed that I would continue working on the farm and that I would marry and become a part of that community. New York City was one of those places that we talked about in hushed tones, as if it might materialize if we spoke too loudly. But it did materialize and in a way that I could not envision. My interest in social justice made NYTS the ideal place to do my work, surrounded by men and women who saw the ministry as part of God’s plan to bring the Kingdom of God into being.

³ John Tall, *The Corn in the Green* (Lynch, Nebraska Farm Mechanics Publications, 1945), 54.



In my definition a negotiated space is not limited to ownership, but is an ongoing process of legal, imaginative, and social negotiation. It is not a place because whereas place is a fixed quantity, place is both fluid and dynamic in nature.

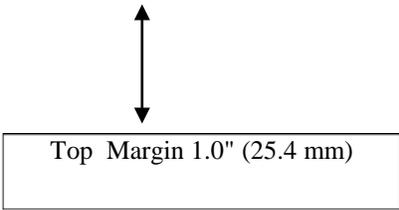
All Margins 1.0" (25.4 mm)
Only the first page of a chapter has a 2" top margin

Negotiated spaces, then, are those that are never finalized, as they are always in the process of negotiation and are never limited to place.⁴ The concept of negotiated spaces is especially interesting at a time of globalization when ideas of territoriality are being radically revised.⁵ No longer are parish churches serving a stable and local population, the ideas of neighborhoods and populations are neither stable nor are they necessarily local. Employees of transnational corporations, immigrants (both documented and undocumented), foreign students, etc. are calling into question the very concepts of local and national territories. "Between 1970 and 2000, the total foreign-born population [of New York City] nearly doubled, from 1.44 million to 2.87 million."⁶ This tremendous increase is even more impressive because the percentage of European immigrant significantly. The fact that 20% of our students are citizens of other countries are only visiting this space until they take their ministry to their own countries, upsets even the idea that our campus has a reality that is limited to the city. Foreign students and peripheral people have always been in the process of negotiating spaces. More than any other city, New Yorkers increasingly inhabit negotiated spaces.

⁴ Jerry Reisig, "Negotiating Spaces: A Paradigm for Networked Library Services" (DMin Project, New York Theological Seminary, 2010).

⁵ Thomas Fuller, "The Globalization of Space: Territory and Regionalism in the 21st Century," *Journal of Architecture* 13, no. 4 (Spring 2008): 201,

⁶ Jerry Reisig, *Census of New York* (New York: Globrots Pub., 2009), 25.



APPENDX A: Using Google Books

The mission of Google Books is to “organize the world’s information and to make it universally accessible and useful.”⁷ The ultimate goal of the project is to provide access to any book ever published, by making agreements with publishers and scanning major academic libraries such as Harvard, Michigan and Stanford.

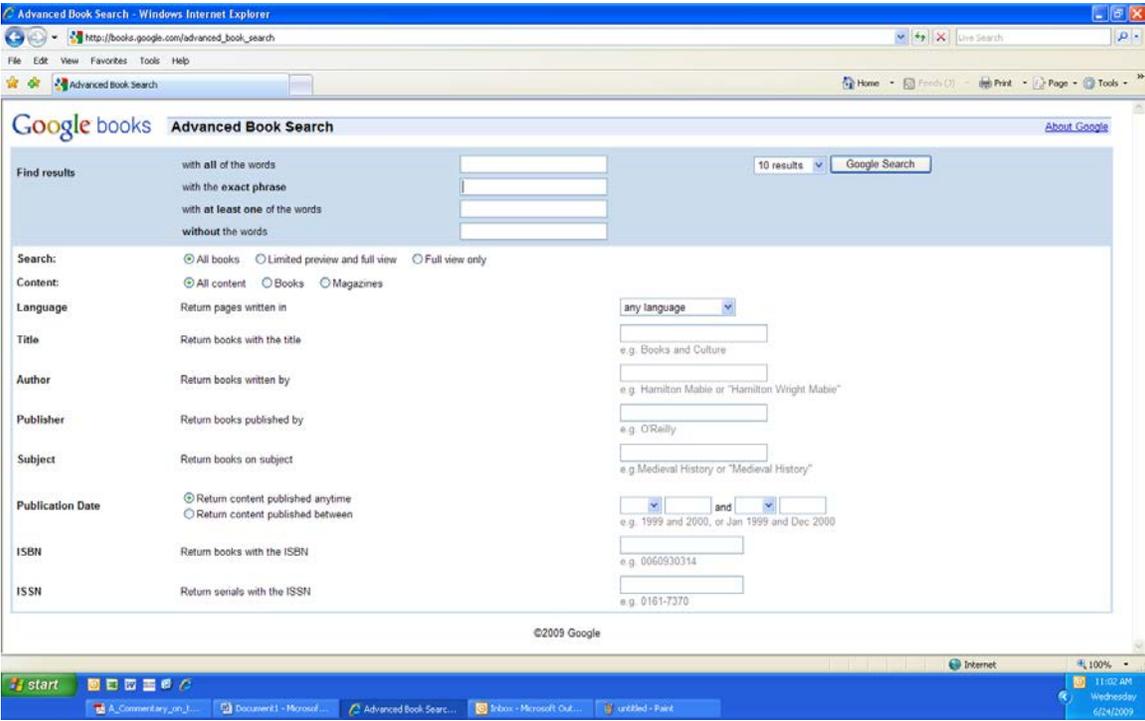
At this time there are millions of books online that allow at least come access by an Internet user. This exercise will show how to perform a basic book search.



1. At the address bar of your search engine, type in www.books.google.com and **Enter**



The search bar looks very much like the standard Google bar. If you wanted, you could type in the information here, but it is more efficient to use the **Advanced Book Search** to the right of the Search Books button.



⁷ Larry Page, “Secrets of Success,” <http://www.ycombinator.com/pagequotes.txt> (accessed January 6, 2009).



1" Margin (25.4 mm) Top Margin

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When a bibliography cites more than one book by the same author, the author's name appears only in the first entry. In subsequent entries by the same author, the author's name is replaced by 3 em dashes.