

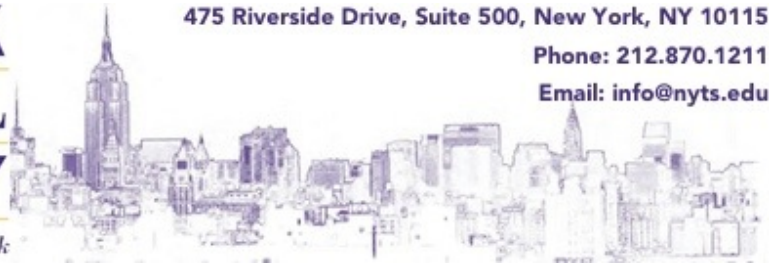
NEW YORK
THEOLOGICAL
SEMINARY

...continuing The Biblical Seminary in New York

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2020-2021

Credo Formatting Guide

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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*.

Margins

- First Page of Introduction or Chapter:
 - Top: 2" (50.8 mm)
 - Right, and Bottom 1" (25.4 mm)
 - Left 1.0" (25.4 mm)
- All other pages:
 - Top, Bottom and Right: 1" (25.4 mm)
 - Left 1.0" (25.4 mm)

(Note: for bound works, the left margin should be increased to 1.5")

Fonts

- Times New Roman (or equivalent), 12-point fonts for text and 10-point font for footnotes and subscripts.

Footnotes

- Footnote numbers run sequentially from the first to the last page of text.
- Footnote numbers are superscripted before the first character of the footnote text.
- Otherwise, footnotes conform to notes/bibliography for in Kate Turabian's *Manual for Writers*, 8th edition, (see Appendix A for examples).
- Citations within the text are limited to Biblical references (as well as other sacred documents).
- Footnotes conform to the margins of the page.
- 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 (along with the footnote number) have a first line indent of .5" (12.7 mm.) from the left margin.
- Footnotes are single spaced within, and double spaced between.

Printing and Copying

- No cross-outs, lines, smudges and smears, and white-out.
- Print single sided unless professor states otherwise.

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 acknowledgement page, and the table of contents.
- Numbers are placed in the center of the page 0.5" (12.7 mm) from the bottom.

Text, Appendices and Bibliography

- Count and consecutively number with an Arabic number (1, 2, 3) all text pages, appendixes and bibliography.
- Appendixes continue numbering from the text of the paper.
- Scanned documents that are already numbered must be reduced so they display the page numbering of the document.
- 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 should be the single word **Bibliography** followed by a two double spaces.

Table- Pagination and Sequencing

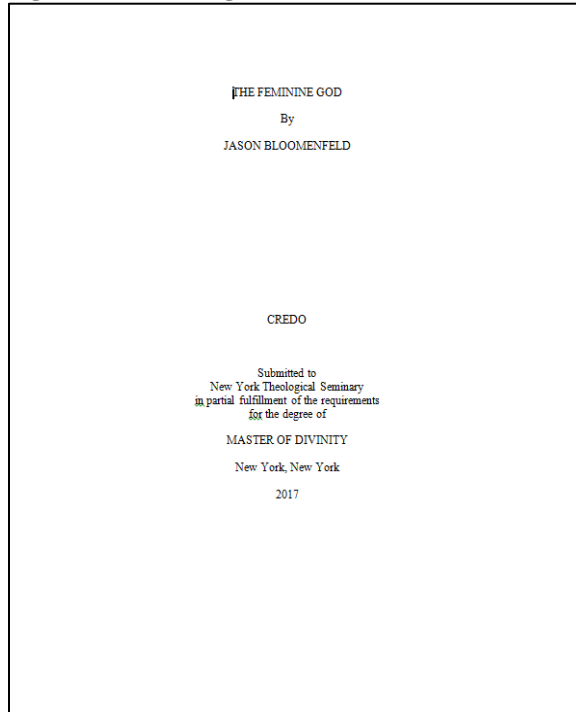
The following table shows the proper sequence for pagination. These areas may or not be applicable to your paper. Required for most academic papers are: title page, body of paper, and bibliography. Your professor will specify which elements that your paper must have.

SEQUENCE	PAGINATION	Page Number Placement
Preliminary Pages		
Lower Case Roman Numerals		
Title Page	Count/Do Not Number	None
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 (If appropriate)	Count/Number	Bottom/Center
Text		
Arabic Numbers Starting at 1		
Introduction	Count/Number	Bottom/Center
Body of Paper	Count/Number	Bottom/Center
Reference Pages		
Appendix(es)	Count/Number	Bottom/Center
Bibliography	Count/Number	Bottom/Center

Table 1 Pagination Sequence

Formatting Guidelines

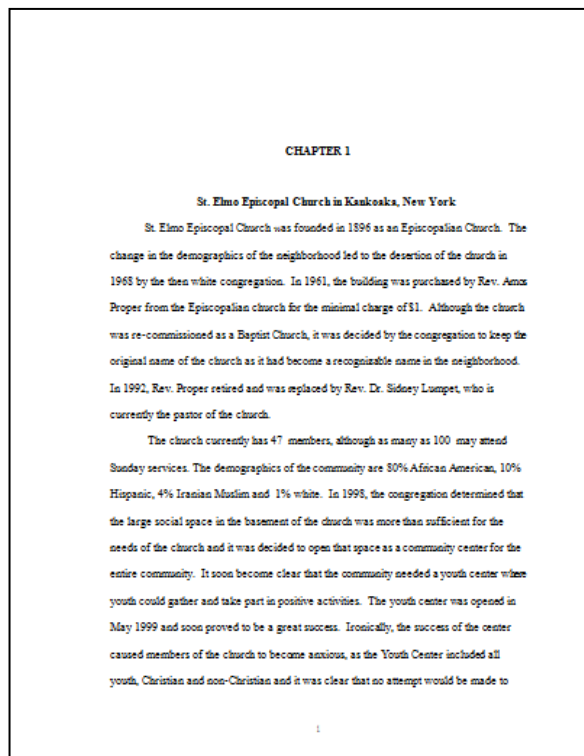
Figure 1: Cover Page



Cover Page

- Centered with 2" top margin type the TITLE in CAPS
- Double Space before and after "By" and type AUTHOR NAME in CAPS
- Space down 3" and type CREDO in CAPS
- Type centered and in sentence case: Submitted to New York Theological Seminary in partial fulfillment of the requirements for the degree of
- Double Space
- Type MASTER OF DIVINITY in CAPS
- Double Space
- Type New York, New York
- Double Space
- Type Year

Figure 2: Chapter or Introduction Page



Chapter or Introduction Page

- Top margin should be set at 2" .
- Type "INTRODUCTION" if you are beginning with an introduction or the name of the chapter or section.
- Double-space twice. Begin typing the double-spaced text, indented at the beginning of each paragraph.
- **Note: Do not put extra spacing between paragraphs.**
- Begin counting page numbering at 1 in Arabic numerals (1, 2, 3, etc.) at the bottom center of the page.
- The first page of all subsequent first pages of chapters will take this format
- Other 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 foci, 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

² Shreem Mehta, "Rising 'Stabilized' Rent Threatens New Yorkers' Housing," *The New Standard*, June 30, 2006, <http://newstandardnews.net/content/index.cfm?news/3366>.

Subsequent Pages of Text

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

Figure 4: Appendix

APPENDIX A:

USE OF COPYRIGHTED MATERIAL



The candidate is required to obtain permission from the author or publisher 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 that your status as a doctoral candidate at NYTS, the purpose of the project, and the information that will be required. 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.

Appendix

- APPENDIX A centered 1" (25.4 mm) from the top of the page.
- Double-space and type the title.
- Double space and begin text or input graphic.

Figure 5: Bibliography

Bibliography

Barth, Karl. *Church Dogmatics*, vol. IV, *The Doctrine of Reconciliation*. Translated by G.W. Bromley. Edited by G.W. Bromley and T.E. Torrance. Edinburgh, Scotland: T & T Clark, 1956.

Babish, Homi K. *The Location of Culture*. Boston: 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 Lum 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 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.

----- *Theology of Hope*. Translated by James W. Leitch. Minneapolis: 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*, edited by Lester Edwin J. Ruiz and Paul Wagner, 323-346. Lanham, MD: Rowman & Littlefield, 2000.

9

Bibliography

- 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 within the entry are indented .5 inches from the left margin.)

Appendix A: Citation Guide

New York Theological Seminary 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 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 the closed quotation mark.

The direct quote is appropriate if it is written by a major authority in the field or is written in a way that cannot be improved upon. It is also appropriate if it is text quote is to be exegeted, e.g. the Bible or the Constitution.

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. 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

¹ Information from Jerry Reising, *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 prefer 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.)

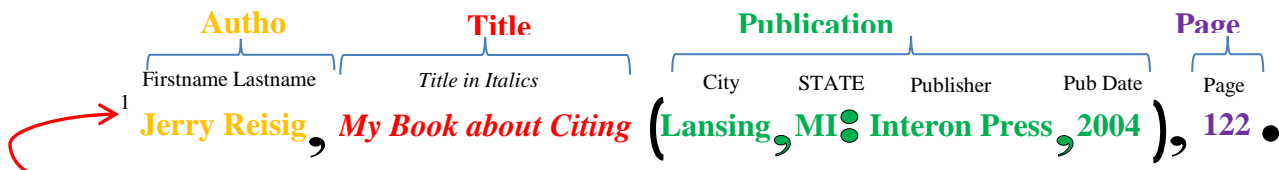
Footnote Format

The footnote text and and footnote 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 superscripted and Arabic.

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:

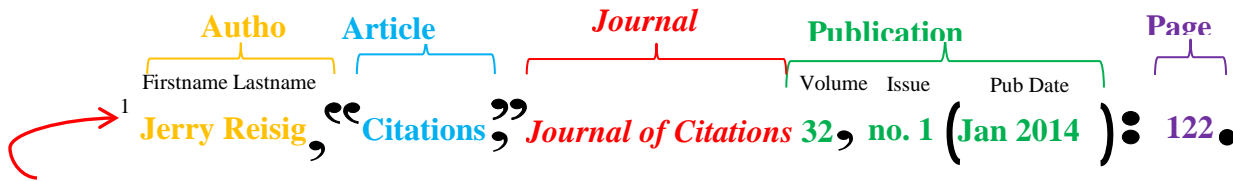
¹² Reisig, *My Book*, 23-24.

Standard format for a Journal Article:

The name of the journal name is *italicized* like the title of a book, but the individual article cited within it is placed in “double quotes.” Unlike books, journals do not usually indicate a place of publication or publisher. The only publication information is the date of publication. 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 text 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 works that have just been cited. If the citation is on the same page as the previous one, the word ‘Ibid.’ alone is sufficient; if it is found in the same work but at a different location, the page number(s) must be included, preceded by a comma. (Note: Ibid. is not italicized and is followed by a period as it is an abbreviation for *ibidem*.)

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 used with encyclopedia or dictionary entries and replaces any page references with article name. [Note: references from well-known encyclopedias are not included in the bibliography.]

For an article on Salvation in the *Encyclopedia Britannica*:

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

Wikipedia

Like any encyclopedia, Wiki is not usually sufficient for graduate level research papers, and many professors will not accept *Wikipedia* citations in papers.

The Bible and Sacred Works

The formatting style sheet for NYTS appears in parenthetical form. (Book Chapter: Verse Translation) such as: (John 4:3 NRSV) where NRSV is the abbreviation for the New Revised Standard Version, the most commonly used citation in academic writing.

Classical Works

Works produced in classical Greece and Rome, Medieval Europe and the Renaissance have a unique citation form. They are organized by into books, sections, and sometimes lines, and are separated by periods without spaces.

The format for a book is:

[Author], [Title] [Book].[Section].[Line #s].

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

¹ Augustine, *De civitae 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

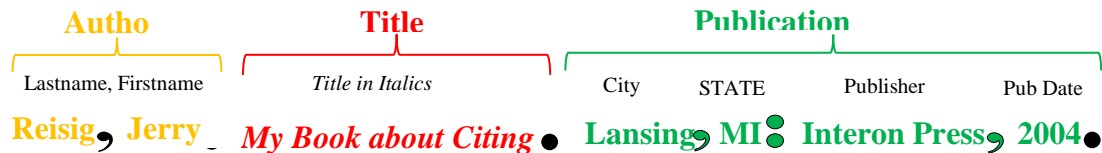
A Bibliography lists all works that are cited in a paper—except types that do not normally appear in bibliographies (See Citation Table). In addition, it contains works that influenced the paper but were not cited. Like the footnote, the bibliography is composed of information found in the bibliographic record; unlike the footnote, it usually does not include page numbers—unless they are for complete works that are part of a larger work, e.g., articles in Journals or essays in books.

Bibliography entries are composed of a series of bibliographic fields divided by periods and ending with a period. Since the bibliography is in alphabetical order by the last name of the author, the first author listed in an entry is in the format Lastname, Firstname. All subsequent authors in the same entry are in the form Firstname Lastname. All entries have a hanging indent, are single-spaced within and double spaced between.

Standard format for a book:

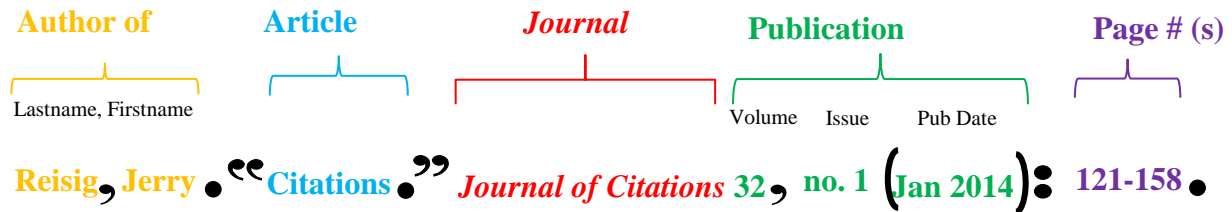
Lastname, Firstname of Author. *Title of Book in Italics.* **Place of publication: Publisher, Date of Publication.**

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.

In the following example, two entries by Jerry Reisig are sorted alphabetically.

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.

Appendix B
Table Citation Guide

This is a quick cheat sheet of Footnote and Bibliography entries for 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.

	Footnote	Bibliography
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.
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.

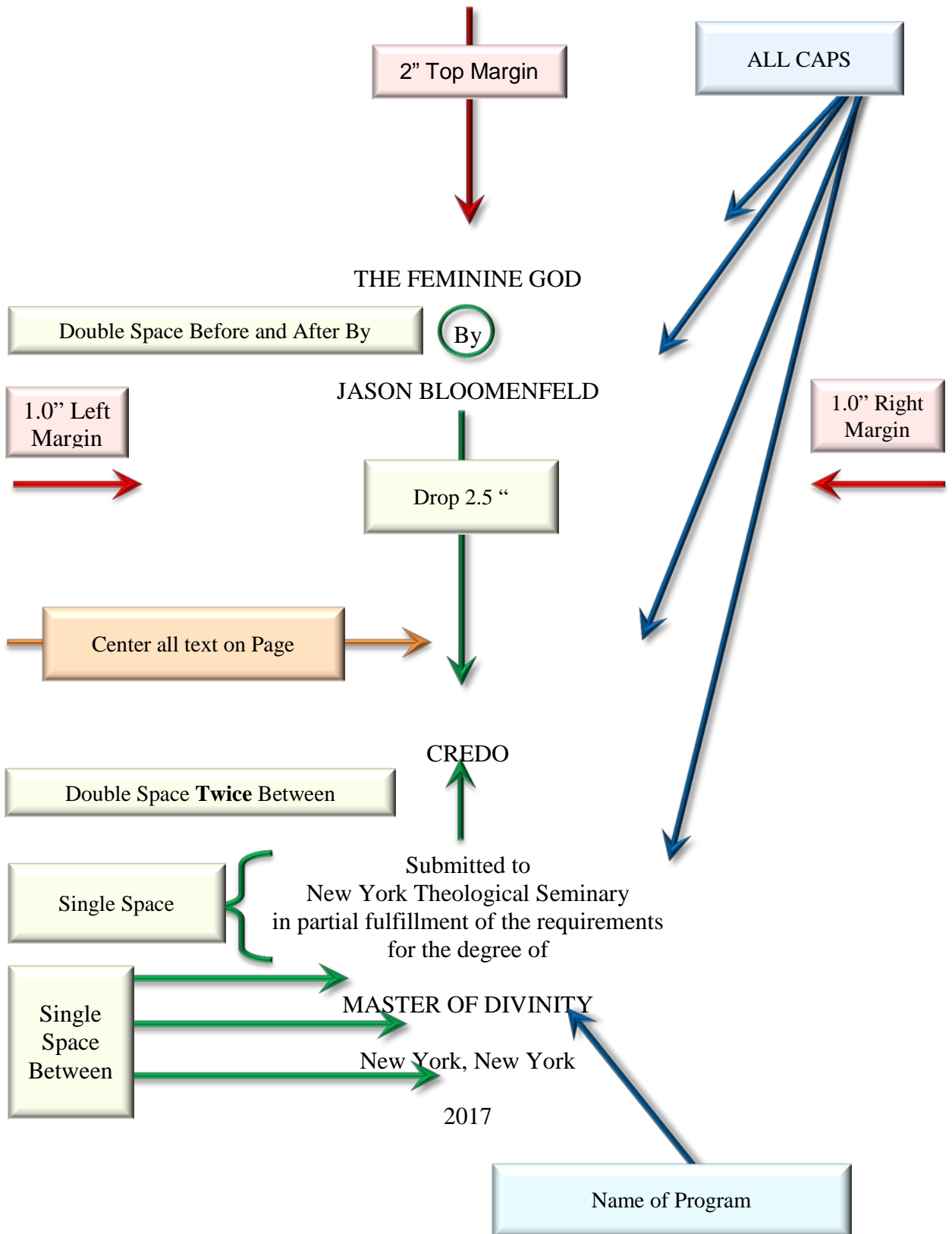
	Footnote	Bibliography
Newspaper article	¹⁰ Michael Paulson, “Americans Claim to Attend Church Much More Than They Do,” <i>New York Times</i> , 17 May, 2014.	Newspapers usually do not appear in bibliographies (See Turabian 11.44)
Lecture	¹² Moses Biney, “Social Context” (lecture, New York Theological 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.	Bloesch, Donald. <i>A Theology of Word & Spirit</i> . Downers Grove, IL: InterVarsity Press, 1992.

	Footnote	Bibliography
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.
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, EBSCOhost</i> (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, EBSCOhost</i> . 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/ .

	Footnote	Bibliography
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 C
Sample Paper



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I would like to give my thanks to my teachers, my reader, and especially to the

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→ NYTS Librarian. Without them, I would never have come this far.

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INTRODUCTION

The Credo is one integrated paper, not a series of short papers strung together. It often helps to find an identifying theme or statement that runs through the entire paper, a single “thread” running through the tapestry as a whole. Each of the theses statements in each of your doctrinal chapters should then support and enhance your main theme. To maintain a particular interpretative lens or methodology, or a minor combination of them will also aid in bringing coherence to your essay. For example, your theme may be “liberation” and your interpretative lens or methodology could be the womanist perspective (women of color feminism). Your context, personal location, or denomination may also serve as a unifying principle for you. You should find a way to distill your Credo down to a few short sentences that would read as an abstract of the entire work, which can be included in the Introduction and paraphrased in the Conclusion. See if you can provide a single paragraph, or a short confession of faith if you will, that encapsulates succinctly what is the most compelling theme for you at this point in your theological and professional journey.

Remember that the Credo is essentially a theological work, and it covers areas that are traditionally defined as being doctrinal. Your work must demonstrate a sound doctrinal and hermeneutical framework and exegetical skills, and must reflect an adequate engagement, if not appropriation, of a wider community’s faith identity. What needs to be taught at each point about what God is saying today? What needs to be taught about the Christian movement to have a relevant future?

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order for the Christian movement



Your theological vision and mission for ministry must also be clearly articulated in light of your doctrinal affirmations. Hence you should not only draw from your ministry experiences but also seek to reflect theologically on the practice of ministry. What is the relevance of your theological understanding for the community or communities of faith of today? How can your theological stance help provide a response to key issues that plague society and the communities of believers in your local contexts as well as abroad?

When reading your work, your reader will not have a single standard or model of orthodoxy in mind that you are expected to uphold. Instead, the reader will be looking internally

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within the work itself to find the historical and theological lines of inquiry that are affirmed or

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articulated in its pages. The internal coherence of the work overall is what is now important, not



necessarily your external adherence to an ecclesial set of standards (although for many of you these will still be important in guiding your articulation). If you identify yourself within a particular tradition and wish to affirm it, your reader will be concerned to see that you can adequately represent that tradition, as well as where you are seeking to challenge it on various aspects of faith and practice. Where you are challenging particular aspects of a tradition, the reader will be especially interested to see that you understand what is at stake theologically both in the tradition and in your challenge.

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CHAPTER I: GOD

Your understanding of God, who is confessed in Trinitarian and/or relational theology.

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Trinitarian Christians this has usually meant the One who lives as Three-in-One, or the Trinity

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Even so, the focus should be on the Godhead and the person of the Father/Mother in the Trinity

remembering that the persons of the Son and the Spirit will be developed in essays that follow. It

will be necessary for the writer to utilize research Richard Kallet defines research as

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... the rationale for the application of specific procedures or techniques used to identify, select, and analyze information applied to understanding the research problem, thereby, allowing the reader to critically evaluate a study's overall validity and reliability..²

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The institutional context also includes other relevant research going on in the

institution."³ In research it is essential that they be well defined in order to be able to produce

reproducible data and conclusions. The project exists in the context of your desire for a grade

and the political
Footnote numbers run consecutively from the beginning to the end, rather than restarting at the beginning of each chapter or section.

² Richard Kallet, "How to Write the Methods Section of a Research Paper," *Respiratory Care* 49 (October 2004): 1229-1232. Note: direct quotes more than 3 lines in length are blocked .single spaced and 5 inches from the left and right margins.

³ Lisl Klein, *Working Across the Gap: The Practice of Social Science in Organizations*. London: Karnac, 2005, 138.

⁴ Paula Willoquet-Maricondi, *Framing the World Explorations in Ecocriticism and Film* (Charlottesville: University of Virginia Press, 2010), 55. Willoquet-Maricondi analyzes the relationship of the land to "political and historical space and the sacred repository of history, identity and bio-diversity."

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CHAPTER II: JESUS

Your understanding of Jesus (the Christ)

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CHAPTER III: SPIRIT

Your understanding of the Divine Spirit

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CHAPTER IV: SOTERIOLOGY

Your understanding of salvation, which includes creation, humanity, sin, grace,
and/or redemption

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CHAPTER V: ECCLESIAOLGY

Your understanding of the nature and mission of the church, which could be focused on

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discipleship or ministry of the universal community or specific communities of faith.

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CHAPTER VI: OF ESCHATOLOGY

Your understanding of eschatology

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CHAPTER VII: PERSONAL EVALUATION

Several additional pages to provide a personal evaluation of the following

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subjects (be as specific as possible):the nature of your experience at NYTS (you may
expound on some of the answers you provided in the Exit Interview Form to reflect at
greater length on this aspect of your NYTS experience)

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- Hermeneutical Inventory revisited: Select 3 to 5 areas you consider to have experienced the most growth or changed, comparing your understanding of the issues when you first started in the program and how you assess yourself today as a graduating senior in light of what you've learned at NYTS
- Important events or issues in your academic learning over the last several years of your seminary experience (think of specific classes, professors, conferences, one-day events that made the most impact in your life. Here you can also expound on some of the answers you provided in the Exit Interview Form)
- Questions and/or issues that you have yet to resolve or areas for your own personal growth still with regards to theology, spirituality, ministry, etc.

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CONCLUSIONS

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

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