

CTSFW Thesis/Dissertation Style Guide for the MA, STM, DMin, and PhD Programs

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Introduction

This document is intended to combine and simplify the standards of the STM, DMin, and PhD style manuals. For the convenience of the reader, the relevant sections of Turabian and the Chicago Manual of Style are listed in parentheses at the end of each topic. If the SBL Handbook speaks on the topic, it is also included in the parentheses.

Thesis/Dissertation Format

In general, the format of theses and dissertations should follow the rules and guidelines set forth in the ninth edition of Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*.¹ If a specific question is not answered either by Turabian or by the guidelines below, one should then consult the seventeenth edition of *The Chicago Manual of Style*.² Regarding the format of references to religious texts, one should also consult the second edition of *The SBL Handbook of Style*.³ If there are any remaining doubts or questions, or if there is a difficult formatting or citation issue, one may also consult the employees of the Kroemer Library who are knowledgeable on the subject matter.

Word Processing and Electronic Filing

This manual assumes that the student is competent in the use of word processing software. The standard software for thesis writing is Microsoft Word. The seminary provides electronic access to Microsoft Word for all students who have a CTSFW email address. If you are unaware of how to access Microsoft Word, please email the CTSFW library and they can point you in the right direction. A video walking through the installation process may be found [here](#).

It is recommended that you save frequently while writing your thesis/dissertation. You may want to save older versions for reference in case something is accidentally deleted during the editing process.

Thesis and Dissertation Templates

Please note that sample templates for each degree are available on the Kroemer Library CTSFW website page. If you have any questions on how to use these templates, please contact the Writing Center, or if unavailable, the Kroemer Library.

¹ Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 9th ed., Chicago Guides to Writing, Editing, and Publishing (Chicago: The University of Chicago Press, 2018).

² *The Chicago Manual of Style*, 17th ed. (Chicago: The University of Chicago Press, 2017).

³ Society of Biblical Literature, *The SBL Handbook of Style*, 2nd ed. (Atlanta, GA: SBL Press, 2014).

Page Size and Margins

Because all theses and dissertations will be printed and bound in the United States, the page size is to be set to Letter (8.5" x 11"). This will ensure that no formatting issues arise when printing for binding and archival purposes.

While Turabian lists the general standard of one-inch margins, the left/inside margin should be larger than the other margins in order to meet the requirements for duplicating, microfilming, and binding. All margins must be formatted as follows:

Top/Head:	1.0 inch
Right/Outside:	1.0 inch
Bottom/Tail:	1.0 inch
Left/Inside:	1.5 inches

All text in the document, regardless of the section or chapter, must remain within these margins. This also includes footnotes and page numbers. All tables, figures, and illustrations must also fit within these same margins.

(Turabian A.1.1; Chicago 2.10)

Vertical Spacing

All vertical spacing (spacing between lines of text) should adhere to the general requirements of Turabian A.1.3. In general, text should be double spaced. However, there are exceptions to certain kinds of text such as block quotations. Please note that the default spacing in Microsoft Word does not comply with these standards. If you desire to change the default settings in Microsoft Word, you can change this by modifying the styles and selecting the radio button to apply the same formatting to "New documents based on this template."

(Turabian A.1.3; Chicago 2.8)

Indentation and Tabs

When considering indentation, neither spaces nor tabs should be used. Rather, the paragraph style should be set to a first line indent (0.5"). Please note that block quotations and tables have different rulesets for indentation.

(Turabian A.1.3, 25.2.2; Chicago 2.11-12)

Justification and Hyphenation

All text should be aligned left which appears flush left but ragged on the right. Text should not be "justified" to the right margin. Hyphenation at the end of lines is not permitted under any circumstance.

(Chicago 2.10, 2.13)

Pagination

The pagination of the front matter should use lower case roman numerals whereas the pagination of the body text should use arabic numerals. Please note that some pages in the front matter are not numbered, such as the Title page and the Dedication page. All page numbers are to be centered in the bottom footer of the page. Remember that all page numbers must remain within the margins specified above.

(Turabian A.1.4, A.2; Chicago 1.6-8)

Font Selection and Font Size

It is standard today that writers use a Unicode font for their entire manuscript. For almost all text, it is best to use a size 12 serif font. The only exception is footnote text, which needs to be size 10 serif font. The most widely recommended font is Times New Roman due to its easily readable character, wide availability, and professional look.

Sometimes with non-English text the font size may need to be adjusted. For example, the Hebrew text of Times New Roman is much smaller compared to its English counterpart. Therefore, one must adjust the font size or alternatively use a different font which maintains a similar font size. SBL provides appropriate replacement fonts for both Hebrew text and Greek text, which may be used instead of changing the text size.

When wanting to emphasize a word or phrase, italics are to be used. Do not underline or boldface text for emphasis as it is not permitted.

(Turabian A.1.2, A.2; SBL 2.1.2.1)

Assembly Sequence, Front Matter, and Back Matter

Sample Assembly Sequence

<u>Part:</u>	<u>Turabian #</u>
Front Matter:	A.2.1
Submission Page	A.2.1.1
Title Page	A.2.1.2
Copyright Page.....	A.2.1.3
Abstract	A.2.1.4
Dedication (<i>optional</i>)	A.2.1.5
Epigraph (<i>optional</i>)	A.2.1.6
Table of Contents	A.2.1.7
List of Figures/Tables/Illustrations	A.2.1.8
Preface.....	A.2.1.9
Acknowledgements	A.2.1.10
List of Abbreviations	A.2.1.11
Chronology (<i>optional</i>)	Chi. 1.60
Glossary (<i>optional</i>)	A.2.1.12
Editorial or Research Method	A.2.1.13
Body Text:	A.2.2
Introduction.....	A.2.2.1
Parts, Chapters, Sections, Subsections.....	A.2.2.2-4
Conclusion	A.2.2.7
Back Matter:	A.2.3
Illustrations (<i>if not included in text</i>).....	A.2.3.1
Appendixes (<i>optional</i>)	A.2.3.2
Glossary (<i>if not in front matter</i>)	A.2.3.3
Bibliography	A.2.3.5
Indices	Chi. 1.65
Curriculum Vitae	N/A

(Turabian A.2.1-3; Chicago 1.17-1.63)

Front Matter

Submission (Thesis/Dissertation Approval) Page

The thesis/dissertation approval page is the first page of the final thesis. Please note that each program has a specific approval page according to its own requirements. This page is provided by each program and should include both the name of the thesis/dissertation as well as the student's full name.

The PhD Missiology program also requires a separate "Declaration of Authenticity" page in which the student certifies that the dissertation is his own work and that all sources have been properly cited.

Please note that neither of the thesis/dissertation approval page nor the declaration of authenticity page should be numbered or included in the Table of Contents.

(Turabian A.2.1.1)

Title Page

The title page functions as the primary vehicle for the reader in confirming the most important information about the manuscript. The title therefore should be concise and no more than fifteen words in length. If your paper is limited to a specific time period, you may include it in parentheses at the end of the title. If your title is made of two clauses separated by a colon, the second part should follow as a separate line unless it can fit on the same line without running over into a new line.

The title page should include the title of the paper centered a third of the way down the page. If the paper has both a main title and a subtitle, put the main title on a single line, followed by a colon, and begin the subtitle on a new line. If your title is so long that it runs over into a second line, avoid breaking clauses or ending a line with a preposition.

In addition, your name should be centered underneath the title, along with your degree information. At the very bottom, make sure to include the month and year in which your thesis/dissertation was submitted. Additional information such as the submission information needs to be included on this page as well (see sample templates).

Please note that although the title page is not numbered, it technically counts as page i of your paper. Keep this in mind when you begin the numbering of your other Front Matter.

Boldface type may appear on this page only on lines that appear in all capital letters.

(Turabian A.2.1.2; Chicago 1.19)

Copyright Page

This page is required/suggested by the DMin and PhD programs. If you include a copyright page, make sure that your name is spelled correctly and that the correct year is listed under the copyright information. This page also is not numbered.

(Turabian A.2.1.3)

Abstract

The abstract should already have been accomplished prior to the writing of the thesis/dissertation. Please make sure that if you have received feedback on your abstract that you make all the necessary changes as suggested by your advisor. Also, make sure that your abstract matches the content of your thesis or dissertation, as your thesis or dissertation may have changed since the time you first wrote your abstract for approval.

When including your abstract, two things must be kept in mind. First, your abstract is not your paper. The abstract needs to be clear and concise. This will benefit both you and your readers. The abstract's function is to summarize the scope and findings of your paper. Second, please note that abstracts must be between 100 and 300 words due to archiving restrictions. In addition, an abstract may not exceed one page in length.

The abstract's main components are the statement of the problem, the procedure or methodology, the primary results, and conclusions. Do not include any other information unless it is necessary or unless a specific finding or result is extraordinary.

(Turabian A.2.1.4)

Dedication

This page is completely optional. If you decide to include a dedication page, make sure to correctly spell the name(s) of those persons or institutions which you include. This page should be the first page numbered with a roman numeral if your abstract is located before your Body Text.

(Turabian A.2.1.5)

Epigraph

This page is also completely optional. An epigraph is a quotation that establishes a theme of the paper. It is most appropriate when its words are especially striking and uniquely capture the spirit of the work. If your thesis or dissertation focuses on a specific verse of scripture, it may be a good candidate for an epigraph. A good epigraph should capture the reader's attention. It should be concise and easy to understand.

The epigraph should be centered a third of the way down the page. Do not enclose the epigraph in quotation marks, but make sure to give the source of the epigraph on a new line.

(Turabian A.2.1.6)

Table of Contents

The purpose of the table of contents is twofold. First, you want your readers to get a quick understanding of the general organization of your paper. Second, you want your readers to be able to turn to section quickly by referencing the included page numbers.

Please note that not every heading and subheading needs to be included in the table of contents. Only those subheadings which direct the reader to relevant or significant sections of the dissertation ought to be included. A table of contents should include no more than three levels of subheadings.

In order to make sure that your table of contents is accurate, it is highly recommended that you use the Styles option of Microsoft Word and apply the appropriate heading levels to the chapters and subheadings of the thesis or dissertation. If this is done correctly, all you will have to do is update the table of contents and it will be correctly formatted and have the correct pagination listed.

The table of contents should be titled, "Contents." Nothing placed before the table of contents should be listed in the Contents, whereas everything after the table of contents should be listed.

(Turabian A.2.1.7; Chicago 1.38)

List(s) of Figures, Tables, and Illustrations

These pages are included only if there are a significant number of figures, tables, or illustrations in your thesis or dissertation. If you have many of each type, you may want to include them under separate headings on different pages (i.e., “List of Figures,” “List of Tables,”).

Make sure to enumerate each table or figure in arabic numerals. It is recommended that the enumeration of your tables and figures match the chapter headings of your thesis or dissertation. In other words, your first table in Chapter Three should be enumerated 3.1 and your second table in Chapter Three should be enumerated 3.2 (etc.).

(Turabian A.2.1.8; Chicago 1.39)

Preface

This section is entirely optional. If you choose to include a preface, you may include information such as your motivation for writing on your topic as well as the scope and purpose of the paper. Although personal anecdotes may be included, be careful in what personal information you may or may not include. If you decide to include a preface in your writing, you may also combine any acknowledgements that you would write in the next section. Remember that gratitude goes a long way.

(Turabian A.2.1.9; Chicago 1.40)

Acknowledgements

Once again, this section is entirely optional. However, it is highly encouraged that you thank any mentors, colleagues, individuals, or institutions which have benefited you and the research of your thesis or dissertation.

(Turabian A.2.1.10; Chicago 1.41-42)

List of Abbreviations

Although this section is optional, it is unlikely that any thesis or dissertation will be without abbreviations. It is highly encouraged that you update this section every time you make an abbreviation in your text and also that you check this section for correctness *after* you have finished your text.

Please note that your first citation of any source should include the full citation information and include a note as to how the source will be abbreviated in the rest of your paper. For examples of what this looks like, please consult the Sample Citations page later in this document.

(Turabian A.2.1.11; Chicago 1.44)

Chronology

A chronology of important dates is not mandatory for all papers. However, if your thesis or dissertation is dealing with historical theology, you ought to consider including a chronology so that your readers can get a quick overview of relevant historical events. This is especially important if your research is new or dealing with historical events that are not commonly discussed.

(Chicago 1.60)

Glossary

Once again, this page is completely optional. A glossary is especially helpful if you reference a language that is not English or a theological research language. In this regard, take into consideration your audience and especially your readers. If they will be unfamiliar with the terms due to it being a different language, you may want to consider including a glossary.

Turabian allows the glossary page as part of the front matter or back matter of a thesis or dissertation. Chicago requires the glossary page to be in the back of your paper. The STM and PhD manuals both include the glossary page as part of the front matter.

(Turabian A.2.1.12, A.2.3.3; Chicago 1.61)

Editorial or Research Method

This page is optional and not necessary for an STM thesis. If your thesis or dissertation requires a preliminary discussion of your editorial method (such as your choices among variant texts of manuscripts) or research method, include it as a separate element. If your thesis or dissertation is heavily centered around first-hand research and experimentation, you will likely discuss this in your body text and do not need to include as part of the front matter.

(Turabian A.2.1.13; Chicago 1.45)

Back Matter

Appendixes

The first section of the back matter is comprised of any appendixes that you reference in your text. Appendixes are sections of information that cannot easily be worked into the body of your text or that are supplementary or tangential to the main topic of your thesis or dissertation. If you are referencing a document that is not readily available to your readers, you may want to consider including them as an appendix. In addition, if part of your dissertation includes translation of a text formerly unavailable to English readers, you should include it as an appendix for easy reference.

(Turabian A.2.3.2; Chicago 1.59)

Bibliography (Works Cited)

The Works Cited page includes any bibliographic items referred to in the thesis. Do not include any items which you do not reference in your paper. In addition, citing a source simply to inflate your works cited is highly discouraged. Please note that the examining committee may ask the student to comment on any item listed on the Works Cited page.

The thesis and works cited must include pertinent materials of the modern research language that the student was tested on in the program.

Primary sources are works that are the focus of the direct attention of the thesis. For example, in a paper on Luther's theology, the primary sources would be any editions of Luther's Works that were consulted in writing the paper.

Secondary sources are works which comment on, explain, or discuss the primary resources. For example, in a paper on Luther's theology, secondary sources would be works by authors other than Luther that discuss Luther's Works.

Your bibliographic information should be aligned left without any first line indentation but having a hanging indentation of half an inch so that separate bibliographic information can be clearly identified. In addition, each bibliographical entry should be single spaced. However, there should still be a single line of space between every bibliographic entry.

All entries should be arranged according to author's last name. If you reference multiple works by the same author, the author's name does not need to be listed beyond the first source. Instead, a 3-em dash (formed with three consecutive em dashes, or six hyphens) is inserted where the author's name would normally appear.

It is highly recommended to consider using citation and bibliography software, as it will often provide a bibliography that is already formatted correctly for the thesis or dissertation which can easily be inserted into the document.

(Turabian 16.2.2.1, 21.7.3, A.2.3.5; Chicago 1.63)

Indices

Indices are normally considered an optional page. However, they may be helpful if your paper includes many scripture references. If you are unsure if you should include an index in your thesis or dissertation, please consult with your advisor.

If you choose to include an index, you should familiarize yourself with the indexing feature of Microsoft Word. This feature will automatically create an index for any terms or passages which you choose to include in your index (much like the Table of Contents feature discussed earlier). If you choose to use the indexing feature of Microsoft Word, make sure to update your index a final time when you have finished writing and editing your thesis or dissertation.

(Chicago 1.16)

Curriculum Vitae

Only the PhD manual requires a *curriculum vitae*. Although Turabian and the Chicago Manual of Style do not provide a format for this section, it is recommended that it contain similar formatting to the rest of your thesis or dissertation.

The name of the doctoral candidate must be in the same form as that of the title page. Complete academic information provides data for use in future reviews of the student's dissertation in book reviews and missiological journals (etc.).

Thesis/Dissertation Text

The body text of the thesis or dissertation must be a clear communication from the author and the reader. All decisions regarding the organization and the division of the thesis or dissertation should consider the trajectory of the argument of the thesis. Every division should clarify and enhance the argument of the thesis and should build on previous divisions, leading to a conclusion.

Introduction

The introduction of a thesis or dissertation may be distinct from Chapter One, or Chapter One may be the introduction. The primary consideration on whether to list the introduction as a chapter is the length of the text. If the introduction is as long or longer than a chapter, it should be listed as a chapter. If not, it may simply be listed as an introduction.

The introduction should preview the argument and content of the entire paper while being so distinct as to be separate from the rest of the body text.

The introduction should also try to summarize the current state of the question at hand. In order to accomplish this, the thesis or dissertation author should summarize what secondary writers are saying about primary sources and identify any particular points of controversy. If some evidence is being ignored which the author intends to discuss in the thesis or dissertation, it should be pointed out in the summary as well. The introduction should also indicate the limit of the study, noting the particular set of resources which are relevant to the state of the problem and the thesis.

Finally, every introduction should have a clear statement of the thesis which summarizes the main argument of the body text.

(Turabian 10.1, A.2.2.1; Chicago 1.47)

Chapters, Sections, and Subsections

CTSFW has standardized on the use of chapters and has discontinued using parts for theses and dissertations. When numbering your chapters, either choose to give the chapter number in arabic numerals (4) or spell it out (Four). Each chapter should begin on a new page. If the chapter has a descriptive title in addition to its number, place this title two lines down. Leave two blank lines between the title and the first line of text.

Sections and subsections do not begin with chapter labels. Rather, sections and subsections are smaller parts of chapters. Sections and subsections generally should be descriptive rather than numerical.

Only the minimum number of subheadings needed to direct the reader through the major themes of the thesis or dissertation should be used.

The content of CTSFW dissertations follows a prescribed sequence of five parts. The following is the standard structure of the dissertation:

Part One:	Introduction, Identification of Problem, and Rationale
Part Two:	Biblical and Confessional Issues, Contributing Literature
Part Three:	Research Approach, Design, and Procedures
Part Four:	Research Findings and Analysis
Part Five:	Summary, Conclusions, Implications, and Recommendations

(Turabian A.2.2.2-4; Chicago 1.48-49, 1.55-57)

Sample Headings for Chapters and Sections

Below are sample headings for Chapters and Sections. The five levels of subheadings are the ones given by Turabian (9th), which ought to be used for all theses and dissertations. They have also been shown in the formatting of this document.

Chapter One
Introduction
Subheading Level One
Subheading Level Two
<i>Subheading Level Three</i>
Subheading Level Four
Subheading Level Five. (Text continues right after the subheading on the same line)

(Turabian A.2.2.3–4)

Quotations

The goal of quotations is twofold. First, theses and dissertations need to give credit to the work of previous authors and researchers. Cited quotations benefit both the authors and your readers. The authors get the recognition they deserve for their work and your readers are directed to places where they may go for further research.

The second goal of quotations is to avoid plagiarism and accurately portray the arguments of those who have written on the topic previously. This is a matter of honor and respect, both towards previous authors and towards CTSFW as an academic institution.

If making a direct quote, the exact quotation must be spelled out, enclosed in quotation marks, and the source of the quotation must be given in a footnote. In a block quotation, no quotation marks are needed. Direct quotes must either be in the format of run-in quotations or

block quotations (discussed below). If a quotation is longer than five lines in your text, it needs to be formatted as a block quotation.

If paraphrasing, the paraphrase must clearly indicate that the argument is someone else's work. To accomplish this, the name of the author and/or the work in which the argument is made should be provided. The source of the argument paraphrased must also be given in the footnotes.

If an insight or a fact is gained from a secondary source, it also must be credited with the discovery by including the bibliographical information in a footnote. If a primary source reference is discovered from a secondary source, credit should be given to the secondary source using a phrase such as, "as cited by . . ."

There are specific ways that an author is allowed modify a quotation (if necessary). Turabian provides appropriate samples and rules for this practice. All modifications of quotations should accurately represent the argument of the work cited. In order to emphasize a particular part of a quotation, italics are to be used rather than boldface type. If the emphasis in a quote is original (i.e., the author's), then no further notation is required. However, if the emphasis is your own, then this needs to be noted in the footnote citation.

There are also standards for the ways the student can omit words, phrases, sentences, and paragraphs. When choosing to omit anything, the student should consider whether the omission either harms the argument of the quote or misrepresents the author. Words omitted within a sentence are indicating by the use of three periods with a non-breaking space between each period. Material omitted between sentences in a quote is indicated by the use of four periods with a non-breaking space between each period.

Note: A non-breaking space can be entered with Ctrl+Shift+Space. This will prevent your ellipsis from breaking across lines.

(Turabian 25.2-3)

Run-in Citations

Run-in citations are citations that appear as part of a paragraph in the body text of a thesis or dissertation. Only citations that are four or less lines should be cited as part of a paragraph, rather than as a block quotation. To make clear to readers who is the author of the quote, the name of the author should introduce the quote (i.e. [Author Name] says . . .) followed by a comma. All quotes must use quotation marks. All quotations also need a footnote citation.

(Turabian 25.2.1)

Block Quotations

If a quotation is five lines or longer, it must be set apart by itself as a block quotation. Like run-in citations, block quotations should also include an introduction which indicates the author's name (and possibly also the article or book).

Block quotations are single spaced and have a blank line before and after the text. Do not use quotation marks for block quotations. The entire block quotation should be indented as much as a normal paragraph (normally, half an inch). Block quotations should have no first line indent. However, if the block quotation spans more than one paragraph, subsequent paragraphs in the quotation are to be given a first line indent relative to the block quote indentation.

Block quotations of Scripture passages should not have quotation marks, unless the text has multiple speakers or introduces the speaker of a quotation (Thus says the Lord, “. . .”). Unlike normal block quotations, no footnote should be included for scripture citations. Rather, the passage and version should be included in parentheses at the end of a block quotation. Be careful when pasting quotations of scripture passages from the internet, as they often contain additional formatting which needs to be removed.

To speed up the process of creating block quotations, it is recommended that you create a style that can be easily applied to a quote using the style bar in Microsoft Word.

(Turabian 25.2.2; SBL 4.12, 4.16)

Paraphrases

Paraphrases should summarize the argument of a particular passage, rather than just rewording the argument. Paraphrases should be fair and accurate representations of the author's writing. Care should be taken not to misrepresent an author's view when paraphrasing his argument. Remember not to put words into an author's mouth that do not reflect his argument.

(Turabian 7.9.2)

Tables, Figures, and Illustrations

Care should be taken in the presentation of tables, figures, and illustrations so that they look orderly and clean. A standard formatting should be used for all tables, figures, and illustrations. The formatting of these elements should change as needed for the information yet remain as consistent as possible throughout the entire document. All tables, figures, and illustrations should be numbered and have a descriptive title. Also, the source of any table should be indicated with a source line rather than a footnote. Turabian provides samples of source lines.

If possible, any table, figure, or illustration should remain within the same margins of the body text. If a document has many tables, figures, or illustrations, it is best to include them as appendices in the front matter of the document. If a table, illustration, or figure is too large to include in portrait page format, then landscape format may be used. When making a decision regarding format, readability and clearness of information should be considered above all else.

(Turabian 8, 26; Chicago 3)

Conclusion

The conclusion is more than a brief summary. The conclusion should summarize the findings of the paper, critically examine the arguments of relevant sources, present the significance of the study, suggest further research, and express the closing thoughts and reflections. Lengthy analysis may not be needed if a chapter or section of your paper is dedicated to a critical analysis of sources or data. If this is the case, simply summarize the findings.

The conclusion must directly reference the thesis included in the introduction and should create neat 'bookends' to the entire thesis or dissertation.

The conclusion should not introduce new evidence which was not included in the body text of the thesis or dissertation. Rather, the conclusion should stay within the bounds set by the

introduction. The conclusion should also indicate how the state of the question has been advanced to a new position (i.e. indicate a new problem or area of needed research). Conclusions should also indicate to what extent secondary resources have accurately portrayed the primary resources and point out any evidence that has been ignored.

The conclusion may be labeled as a chapter, or simply labeled as the conclusion. As with the introduction, this depends on the length of the conclusion.

(Turabian 2.2.7; Chicago 1.53)

Writing Style

Although there will be variation in writing style since every writer is different, Turabian does provide standards for clarity and rhetoric. In general, the writer should avoid the use of conversational writing and should edit the thesis or dissertation for conciseness and professional academic language. Strunk and White's *Elements of Style* is indispensable for matters of English usage and clarity.⁴

The first draft of any thesis or dissertation needs to be edited. It is said that most first-draft writing is overweight by thirty percent. For this reason, the student is advised to consider the words of each sentence and the sentences of each paragraph and ask if they make a specific contribution to the argument. The student should be concerned not to be redundant, either in content or style.

When making an argument, the student must make a distinction between personal observations and assertions. Every assertion must have hard data backing its claims. If personal observations do not advance the argument, they should be included in footnotes rather than in the body text of the thesis or dissertation. The student should avoid making sweeping generalizations or assertions (i.e., "All agree that..").

In general, the student is to avoid the use of subjectivisms in his thesis or dissertation (*I, you, we, our*, and so on). The student should also avoid making value judgements when considering authors. Please note that negative value judgements may be perceived as *ad hominem* attacks against a particular author and as such should be avoided at all costs.

When using pronouns, the student should take care that a clear antecedent is stated. No paragraph should ever begin with a subject pronoun. Always state the subject at the beginning of a paragraph rather than assuming your readers know the subject.

The student should employ the active voice rather than the passive voice as much as possible. Rhetorically, not necessarily theologically, the passive voice is a weak and elusive form of communication. However, when the passive voice is used for theological reasons (i.e. divine passive) its use is justified should certainly be retained.

In addition, the student should attempt to use "inclusive language" as much as possible. If a pronoun is not necessary for theological reasons, it may be best to simply state the noun. Of course, if such usage conflicts with the Word of God, this is not the case. Any questions arising from this issue should be addressed to the Supervisor.

One particular issue that the student should also pay attention to is the use of *em dashes* and *en dashes*. *Em dashes* are longer dashes used to set off parenthetical elements. *En dashes* are used in published works to mean "through," usually in connection with numbers or dates (e.g.

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

1998–2008, Matthew 28:16–20). When giving a citation of multiple pages, an *en dash* should be used when giving the page numbers.

Finally, make sure to summarize the argument of each chapter/section in a concise paragraph. State the main point of the argument and its contribution to the thesis.

Note: An *em dash* may be inserted using the keyboard shortcut Alt+0151 in Windows, or Option+Shift+Hyphen key on a Mac. An *en dash* may be inserted using Alt+0150 in Windows. This may also be done using Ctrl+Minus on the numeric keypad in Windows (if your keyboard has a numeric keypad). On a Mac, use Option+Hyphen key.

(Turabian 21.7)

Writing Mechanics

Once again, the student is directed to Turabian in all matters not addressed as specific to CTSFW, to *Chicago* where Turabian is insufficient, to the advisor, and finally, to the Supervisor, in that order.

Capitalization

Besides the capitalization of the first word in a sentence and of proper names and organizations, there are also standards for capitalization of referenced works and for non-English terms (terms of other languages). Turabian provides standards for every case.

Distinctive in the Lutheran tradition is the capitalization of some words in distinguishing between broad and narrow meanings (e.g., Law; Gospel; Church; etc.) as well as scriptural titles of God and Christ (e.g., the Suffering Servant; the High Priest, etc.). Here, as elsewhere, responsible and consistent capitalization is required. Pronouns which refer to God or to Christ should not be capitalized, unless necessary to avoid ambiguity.

(Turabian 22; Chicago 8; SBL 4.3.4.2-3)

References to Sacred Writings

References to books of the Bible are to be spelled when they are included as part of a sentence. Citations of books of the Bible are to be abbreviated according to the standard abbreviations shown in the SBL *Handbook of Style*. For other religious writings, the SBL Handbook also provides a list of standard abbreviations. As elsewhere, references to sacred writings should be consistent throughout the entire manuscript.

(Turabian 24.6; SBL 8.1-4)

Abbreviations

Abbreviations should follow the standard criteria set forth in Turabian. Non-standard translations of the bible should be noted in the abbreviations section in the front matter. As is the case elsewhere, consistency is of the utmost importance. As mentioned before, the SBL Handbook provides a list of standard abbreviations of religious texts. One may also consult the

Anchor Bible Dictionary for theologically-related abbreviations.⁵ However, where possible, all abbreviations should be according to SBL standards.

All abbreviations for Reformation documents in the manuscript should be included in the abbreviations section in the front matter. Standard abbreviations for these documents are listed below. Please note that if you refer to a specific document repeatedly throughout your manuscript and it has a lengthy title, it may be best to abbreviate the title. If you choose to abbreviate a work in this way, you should indicate the abbreviation at the end of the first footnote citation of the work (“Hereafter, . . .”).

(Turabian 24; SBL 8)

Greek and Latin Works of the Early Church

Below is a list of standard abbreviations for commonly used editions of Greek and Latin works of the early church:

ACW	Ancient Christian Writers Series. New York, NY: Paulist, 1946-.
ANF	The Ante-Nicene Fathers. 10 vols. Edited by A. Alexander Coxe. 1885-1887. Repr., Peabody, MA: Hendrickson, 1994.
FC	The Fathers of the Church: A New Translation. 130 vols. Washington, DC: Catholic University of America Press, 1947-.
NPNF ¹	The Nicene and Post-Nicene Fathers. First series. 14 vols. Edited by Philip Schaff. 1886-1889. Repr., Peabody, MA: Hendrickson, 1994.
NPNF ²	The Nicene and Post-Nicene Fathers. Second series. 14 vols. Edited by Philip Schaff and Henry Wace. Repr., Peabody, MA: Hendrickson, 1996.
OECT	Oxford Early Christian Texts. 19 vols. Oxford: Oxford University Press, 1971-2015.
PG	Patrologia Graeca [<i>Patrologiae Cursus Completus</i> : Series Graeca]. Edited by Jacques-Paul Migne. 162 vols. Paris, 1857-1886.
PL	Patrologia Latina [<i>Patrologiae Cursus Completus</i> : Series Latina]. Edited by Jacques-Paul Migne. 217 vols. Paris, 1844-1864.
PPS	Popular Patristic Series. 51 vols. Crestwood, NY: St. Vladimir’s Seminary Press, 1997-.

⁵ David Noel Freedman, ed., *Anchor Bible Dictionary* (New York, NY: Doubleday, 1992).

Reformation (Confessional) Documents

All references to confessional documents should be consistent throughout the entire document. The standard abbreviations for the Lutheran Confessions as contained in Kolb/Wengert edition of *The Book of Concord* are as follows:⁶

AC	Augsburg Confession
Ap.	Apology of the Augsburg Confession
BC	Book of Concord
FC	Formula of Concord
RN	Rule and Norm of the Formula of Concord
Ep.	Epitome of the Formula of Concord
SD	Solid Declaration of the Formula of Concord
LC	Large Catechism
SA	Smalcald Articles
SC	Small Catechism
Tr.	Treatise on the Power and Primacy of the Pope

When referencing a text from the Book of Concord, the student must provide the name of the document, the number of the article in roman numerals, and the paragraph number of the text. A presentation of a mere page number is insufficient. Citations should be abbreviated as shown in the examples below:

AC III.4	Augsburg Confession, Article III, paragraph 4
Ap. VIII.3	Apology of the Augsburg Confession, Article VIII, paragraph 3
SA II.iv.5	Smalcald Articles, Part II, Article iv, paragraph 5
Tr. 22	Treatise paragraph 22
SC I.5	Small Catechism, The Ten Commandments, paragraph 5
LC II.7	Large Catechism, The Creed, paragraph 7
Ep. RN.5	Formula of Concord, Epitome, Rule and Norm, paragraph 5
SD RN.5	Formula of Concord, Solid Declaration, Rule and Norm, paragraph 5
Ep. III.5	Formula of Concord, Epitome, Article III, paragraph 5
SD III.5	Formula of Concord, Solid Declaration, Article III, paragraph 5

All references to the Lutheran Confessions should adhere to the guidelines provided above. Please note that articles and paragraphs of the Confessions are separated by periods, not by commas.

When citing the Lutheran Confessions, the abbreviated citation should be included in the body of the text within parentheses.

It would be wise to use one translation for the Confessions (your own, Tappert, or the Kolb/Wengert translation [Fortress, 2000]) throughout your manuscript. In this case, the

⁶ Robert Kolb and Timothy J. Wengert, eds., *The Book of Concord: The Confessions of the Evangelical Lutheran Church* (Minneapolis, MN: Fortress Press, 2000).

translation may be indicated in the front matter and at the first occurrence in the text, with subsequent references in the text limited to the name and article/paragraph number(s) of the citation (as indicated above).

Reference may also be made to the critical edition, the *Bekennnisschriften der evangelisch-lutherischen Kirche*. 10th ed. Vandenhoeck & Ruprecht, 1986.

If citing the Triglotta, please use “Bente” as the abbreviation.

If discussing a particular translation of the original text, it is helpful to provide a shortened citation in the footnotes with an appropriate page number.

Luther's Works (All Editions)

Abbreviations for the most common editions of the various writings of Martin Luther are as follows:

AE	<i>Luther's Works: The American Edition</i> . 55 vols. Eds. Jaroslav Pelikan and Helmut T. Lehmann. St. Louis, MO: Concordia Publishing House; Philadelphia, PA: Fortress Press, 1958-1967.
W ²	<i>D. Martin Luthers sämtliche Schriften</i> . 2nd ed. Ed. Johann Georg Walch. 24 vols. St. Louis, MO: Concordia Publishing House, 1880-1910.
WA	<i>D. Martin Luthers Werke. Kritische Gesamtausgabe</i> . 68 vols. Weimar: Hermann Böhlau und Nachfolger, 1883-1993.
WA Ar	<i>Archiv zur Weimarer Ausgabe der Werke Martin Luthers: Texte und Untersuchungen</i> . Cologne: Böhlau Verlag, 1981–.
WA B	<i>D. Martin Luthers Werke. Briefwechsel</i> . 13 vols. Weimar: Hermann Böhlau und Nachfolger, 1930-1985.
WA DB	<i>D. Martin Luthers Werke. Die Deutsche Bibel</i> . 15 Vols. Weimar: Hermann Böhlau und Nachfolger, 1906-1961.
WA TR	<i>D. Martin Luthers Werke. Tischreden</i> . 6 vols. Weimar: Hermann Böhlau und Nachfolger, 1912-1921.

Please note that it is customary when citing or referring to the Weimar edition of Luther's Works that the researcher gives not only the page number but also the line numbers in such a manner: WA 26:359.13-16. In the case that there is a multi-part volume, the part needs to be included in the citation after the volume number (e.g., WA 10.2:31.4–18 would indicate the second part of volume ten, which has three parts).

The Lutheran Church—Missouri Synod (A Special Case)

When citing The full proper name of the church body is “The Lutheran Church—Missouri Synod.” Please note that “The” is capitalized, and an *em dash* separates “Lutheran Church” and “Missouri Synod.” One should be careful not to use an *en dash*.

For the noun form, one may use either “the Synod” (in this case, “the” appears in lower case) or the full name “The Lutheran Church—Missouri Synod.”

The abbreviation “LCMS” may be used as an adjective. In this case, no definite article is needed, but the article “an” is required. However, when referring to the Lutheran Church—Missouri Synod, the abbreviation “LCMS” is always preceded by “the” in lower case. Please note that there is no *em dash* in the abbreviation “LCMS.”

Note: An *em dash* may be inserted using the keyboard shortcut Alt+0151.

Footnote Citations

“Notes-Bibliography” Style is Standard

For theses and dissertations, CTSFW uses the “Notes-Bibliography” citation style. The use of the “Author-Date” style, which uses parenthetical citations, is strictly prohibited. Because footnotes contain complete bibliographic information in the first full reference, they are more helpful for readers than parenthetical references.

(Turabian 15-17)

What Are Appropriate Uses for Footnote Citations?

The primary use of footnotes is to supply documentation to show the source for an idea or quotation. However, there are some other appropriate uses for footnotes citations.

Supplying the Original Foreign Text

If the author has translated a section of text from another language, it may be beneficial to the readers to supply the text in its original language. For example, when translating from a German edition of Luther’s Works, it may be beneficial to provide the original text, as readers may be familiar with German as an academic language. This also functions as a courtesy in allowing your readers to focus on reading your text rather than looking up your citation or tracking down the work in its original language. If you supply the text in its original language, make sure to also provide a citation so that your readers know where the text comes from.

Personal Remarks

The author may use notes to present the author’s remarks, indications of agreement or disagreement, suggestions, or applications of the point discussed in the text. Notes that are supplementary but do not necessarily enhance your body text may also be included in footnotes. Moving remarks on such incidental matters to the footnotes will clean up the argument in the

text, enhance the cohesiveness of the manuscript, and keep the text moving forward in a single direction.

The author may also use notes to show engagement in the debate, such as agreement or disagreement. These sorts of remarks should never appear in your body text, as they do not contribute to the argument of your thesis.

Numbering Footnotes

All notes must be numbered consecutively within chapters and restart numbering at the beginning of each chapter. If the author uses the footnotes feature within Microsoft Word, the program will automatically number the footnotes.

To accomplish separate numbering of each chapter in Microsoft Word, it is necessary to format each chapter as a separate section. When formatting each chapter as a separate section, make sure that the option “Link to Previous” is not selected on the toolbar under the Header & Footer tab.

Note: The quick shortcut in Microsoft Word to insert a footnote is Ctrl+Alt+F, on Mac this is Command+Option+F.

(Turabian 16.3.3).

Format of Footnotes

As stated earlier, all footnotes should be 10 point font, as compared to the 12 point font of the body text. Footnotes ought to be indented the same amount as the body text (half an inch). Each footnote should begin on its own line. Footnotes on the same page should be separated with a blank line between them.

(Turabian 16.3.4)

Sample Footnotes

For samples of proper footnotes, please consult the “[Citation Examples](#)” document available on the Kroemer Library website page under “More Library Resources.”

Citation and Bibliography Software

The use of citation and bibliography software is encouraged, although not required. Please note that if you choose to use citation and bibliography software you will still need to check to make sure it follows the correct formatting according to Turabian and *Chicago*.

The seminary has linked to one such software, *Zotero*. Zotero is a free bibliography and citation software in which you can organize all of your sources for quick reference. Zotero also has a plugin for Microsoft Word which enables you to insert footnotes directly from Zotero, saving you precious time and money.

Additional Resources for Writing Research Papers

Some students have found it beneficial to consult additional books that discuss the manuscript writing process. For a short overview of the manuscript writing process, consult Michael Kibbe's *From Topic to Thesis: A Guide to Theological Research*.⁷ Another helpful book is Nancy Jean Vyhmeister's *Your Guide to Writing Quality Research Papers: For Students of Religion and Theology*.⁸ Although not specifically discussing religious research papers, Wayne C. Booth's *The Craft of Research* can also be another useful resource.⁹

[Revised August 2021]

⁷ Michael Kibbe, *From Topic to Thesis: A Guide to Theological Research* (Downers Grove, IL: IVP Academic, 2016).

⁸ Nancy J. Vyhmeister and Terry Dwain Robertson, *Your Guide to Writing Quality Research Papers: For Students of Religion and Theology*, 3rd ed. (Grand Rapids, MI: Zondervan, 2014).

⁹ Wayne C. Booth, Gregory G. Colomb, and Williams Joseph M., *The Craft of Research*, 3rd ed. (Chicago, IL: University of Chicago Press, 2008).