CONTENTS

TIU PROGRAMS AND CITATION STYLES ................................................................. 3
POLICIES .................................................................................................................. 4
CLASS PAPER FORMATTING .................................................................................. 5
CLASS PAPER COVER PAGE .................................................................................. 6
DISSERTATION, THESIS AND PROJECT FORMATTING ........................................ 7
GUIDELINES FOR FRONT MATTER ......................................................................... 9
TIU PROGRAMS AND CITATION STYLES

Most TEDS programs (including PhD Systematic Theology and Historical Theology) use Turabian Humanities style. This style is also known as bibliography or footnote style. The reference manuals are the latest versions of Kate Turabian’s *A Manual for Writers* and *The Chicago Manual of Style*. Both books are available online through the library.¹

**Counseling and Mental Health** use APA style for both citation and formatting. The reference manual is the latest version of the *Publication Manual of the American Psychological Association*.

The **PhD Intercultural Studies (ICS), Educational Studies (EDS) and Doctor of Ministry (DMin)** programs use Turabian Social Sciences style. This style is also known as reference, parenthetical or author/date format. The reference manuals are the latest versions of Kate Turabian’s *A Manual for Writers* and *The Chicago Manual of Style*. Both books are available online through the library.¹

The **PhD New Testament and Old Testament** programs use the Society of Biblical Literature (SBL) style reference for footnotes, bibliography and abbreviations. For all other matters, follow the Turabian Humanities style. The reference manuals are the latest versions of *The SBL Handbook of Style*, Kate Turabian’s *A Manual for Writers* and *The Chicago Manual of Style*.¹

**College** students should follow the following styles for their major. When in doubt, ask your department or professor for further instructions.

- Biblical Studies – SBL
- Biology – APA
- Business – APA
- Christian Ministries – Turabian Social Sciences
- Communication – APA
- Education – APA
- English – MLA
- Health Sciences – APA
- History – Turabian Humanities
- Human Performance & Wellness – APA
- Math – APA
- Music – Chicago Social Sciences
- Philosophy – Turabian Social Sciences
- Psychology – APA

**Trinity Graduate School** follow these formats:
- Bioethics – Turabian Humanities
- Leadership – APA
- Teaching / Education – APA

**REACH** students use APA style for both citation and formatting.

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¹ Kate Turabian’s *A Manual for Writers* is based on the guidelines from *The Chicago Manual of Style*. The primary difference is that Turabian is intended for writers of student papers, while *The Chicago Manual of Style* is focused on publication. Either source may be used as a reference for citation rules. They are virtually the same, but if there is any discrepancy between the two, Turabian should be followed.
POLICIES

Plagiarism and Academic Integrity

Plagiarism is taking the words or ideas of another and passing them off as your own without properly crediting the source. Plagiarism takes many forms, but all are considered to be a form of taking what belongs to someone else, and thus it is stealing and a breach of ethics and academic integrity. Any student who breaks the standard of academic integrity by cheating or plagiarism will be dealt with severely by the professor involved and will be reported to the Dean of Students. This may result in failure of the course, expulsion from the institution, or revocation of a degree already granted by TIU. Students may find more information in the Academic Integrity Helps at my.tiu.edu > Academic Resources > Writing Resources.

Inclusive Language

The faculty of Trinity recognize the divine act of creation whereby the imago Dei (image of God) has been equally given to women and men who are of equal worth, value, and meaningfulness. As such, care is to be exercised with regard to gender references in speech and in writing. Students are expected to avoid unwarranted exclusive language and references to men and women as if only one gender were in view, when actually intending to address the whole group.

Scripture Citations

PhD Old Testament and New Testament programs use SBL for the abbreviations of books of the Bible (examples: Gen 1:1, Ps 119, Matt 7:1, 1 Thess). All other TEDS programs use Turabian traditional format (examples: Gen. 1:1, Ps. 119, Matt. 7:1, 1 Thess.).
CLASS PAPER FORMATTING

FONTS

The required font is Times New Roman 12 point. For footnotes, 10 point font size is acceptable, but only for footnotes.

PAGINATION

All page numbers should be centered at the bottom of the page. Do not display a page number on the cover page.

MARGINS

Use one-inch margins on all four edges of the page, except for the title page which has a two-inch top margin.

HEADINGS

If a heading is longer than forty-eight characters, it is divided into two or more single spaced lines in inverted pyramid form.

PAPER TITLE

The title of the paper, bibliography and appendix headings are centered and completely capitalized.

First Level Subheading

Second Level Heading, Centered and Capitalized Heading Style But Not Italicized

Third Level Subheading Flush Left, Italicized and Headline Style

Fourth Level Subheadings Flush with the Left Margin, Headline Style

Fifth level subheadings. They are paragraph indented, sentence style, and italicized. A period follows a fifth level subheading which is then immediately followed by text (as in this example).

2 Use this format unless otherwise instructed by your department.
DISSERTATION, THESIS AND PROJECT FORMATTING

FONTS

The required font is Times New Roman 12 point. For footnotes, 10 point font size is acceptable, but only for footnotes.

PAGE NUMBERING / PAGINATION

Front matters (title, blank or copyright, approval page, abstract, dedication, table of contents, etc.):
  - Use lower case Roman numerals (ii, iii, iv, etc.)
  - Display page numbers on the bottom of the page centered
  - The title page does not display a page number but is counted in the pagination of the front matters.

Body and end matter:
  - Use Arabic numerals
  - Display numbers at the bottom of the page centered
  - The first page of the first chapter is page 1

MARGINS

Use one-inch margins on all four edges of the page, except for the title page which has a two-inch top margin.

INDENTATION

Use 1/2-inch indentation for paragraphs and footnotes.

HEADINGS

Two single-spaced blank lines precede and one single-space blank line follows the subheading.

If a heading is longer than forty-eight characters, it is divided into two or more single spaced lines in inverted pyramid form.

CHAPTER TITLE

The title of the paper, chapter title, and front and back matter section headings are centered and completely capitalized.

First Level Subheading
Second Level Heading, Centered and Capitalized Heading Style But Not Italicized

Third Level Subheading Flush Left, Italicized and Headline Style

Fourth Level Subheadings Flush with the Left Margin, Headline Style

Fifth level subheadings. They are paragraph indented, sentence style, and italicized. A period follows a fifth level subheading which is then immediately followed by text (as in this example).

FOOTNOTE FORMAT

Footnotes are numbered consecutively within a chapter. Each chapter begins with footnote number one.

Before the footnote text, the number is formatted in superscript.

A footnote must begin on the bottom of the page on which it is referenced in the text. A long note may continue onto the bottom of the next page, but it must be broken within a sentence to alert the reader that it continues.

The footnote separator line begins on the line immediately below the text, rather than at the bottom of the page.

SUBHEADINGS FOR TERMINOLOGY

If a terminology section is included, a fifth level subheading is used for each term being defined - even if the subheading for the terminology section is a first, second, or third level subheading. The terminology section is the only place where a break in the level of subheadings may occur.
GUIDELINES FOR FRONT MATTER

TITLE PAGE (A.2.1, TIU)

TIU uses its own title page format. See the example at the end of this document.

The title page counts as page one (i) in the front matter, but does NOT display the page number and is not listed in the table of contents.

If the title is longer than 48 characters including spaces, it is set in inverted pyramid form. The title page should bear no acronyms or abbreviations; all words should be spelled out.

The title page should bear the school from which the student is graduating as indicated on the diploma, e.g., Trinity Evangelical Divinity School, or Trinity Graduate School, or Trinity International University.

COPYRIGHT PAGE (A.2.1)

The copyright information is placed near the bottom of the page and is flush left. Use this form:

Copyright 20XX by [Your Name]
All rights reserved

APPROVAL PAGE (TIU)

The student is responsible to obtain the required signatures for the approval page (usually at the oral defense). The approval page must be of the same font as the rest of the document and bear original signatures.

The approval page is numbered but not listed in the table of contents.

Following the heading, a solid underline 2.5 inches long and beginning from the left margin is provided for the signatures of each document committee member. Centered underneath each solid underline, place the committee member title as indicated below. Two blank lines appear between the committee member title and the next solid underline.

Committee member titles should appear as follows:

theses—First Reader, Second Reader, Third Reader (if applicable)

professional projects—Project Mentor, Second Reader, Program Director

PhD/EDS and PhD/ICS dissertations—Dissertation Director, Second Reader, (and if applicable, Third Reader or External Reader), Program Director
PhD/THS dissertations—Dissertation Mentor, Second Reader, (and if applicable, Third Reader or External Reader), Program Director – ex officio

All PhD dissertations will bear at least three signatures—a minimum of two readers and the Program Director (who also may be signing as a reader).

ABSTRACT (A.2.1, TIU)

TIU uses its own abstract page format. The title, ABSTRACT, should be centered. Two blank lines should follow it. The body of the abstract should then be formatted like the body of the paper. The abstract page is counted and numbered but it is not listed in the table of contents. APA writers should note the particular requirements of APA 1.07 and 5.16, as well as the example in the APA Publication Manual Chapter 5, except in terms of word length. Abstracts for all TIU writers of theses, projects, and dissertations must be no longer than 350 words.

DEDICATION PAGE (A.2.1)

The dedication page is optional. If used, it is counted but displays no heading or page number, nor is it listed in the table of contents. You need not use the words dedication or dedicated; simply say to. No concluding punctuation is used. Successive lines are double spaced and appear in inverted pyramid form.

TABLE OF CONTENTS (A.2.1)

The words TABLE OF CONTENTS (or just CONTENTS) are typed immediately below the top margin. Two blank lines follow (only one for APA writers since they are double-spacing), with the entries beginning on the third line below the word CONTENTS. The Table of Contents should be numbered with Arabic numerals. Note the following:

- Single space entries and leave one blank line between entries.
- The Arabic numeral 1 for the first chapter should be indented .25 inch, followed immediately by a period. Successive chapter periods should be vertically aligned. The chapter title follows at the one-half-inch point.
- Indent successive levels of subheading one-half inch. Note that run-over lines of chapter headings are not indented but are flush with the first line of the chapter heading.
- The capitalization and wording of headings must be exactly as they appear in the body of the document.
- The number of levels of headings listed may include all levels appearing in the document or may be limited to one of the subheading levels.
- Page numbers appear at the right margin (justified right) following a line of spaced periods (leaders). Page numbers for subheadings may be eliminated.

- The spacing of all periods (dot leaders) is determined by the longest page number plus one space.

- The right endings of the leader lines should line up vertically and at least one blank space should precede the page number (TIU).

LIST(S) OF ILLUSTRATIONS AND TABLES (A.2.1, TIU)

Include these lists when the document contains these items. The list of illustrations may also be called list of figures. If your paper includes both illustrations and tables, list them in two separate lists.

Single space entries, with a blank line between individual entries. The Arabic number of each illustration is aligned on the period in a left hand column headed ILLUSTRATIONS. The Arabic number of each table is aligned on the period in a left hand column headed TABLES. Page numbers appear at the right margin (justified right). Continue the same spacing and vertical alignment between periods (dot leaders) and page numbers used in the table of contents.

ACKNOWLEDGMENTS (A.2.1)

This page is optional. It is formatted with a centered heading, ACKNOWLEDGMENTS. Two blank lines follow the heading, and the text is formatted like the main text of the document.

LIST OF ABBREVIATIONS (A.2.1, TIU)

Center ABBREVIATIONS at the top of this page, if you are using it. Single space the entries, with a blank line between individual entries. Entries are arranged alphabetically by abbreviation. Vertically align the first letter of all spelled out terms and run-over lines a half inch from the longest abbreviation.

PhD/THS writers should add a list of abbreviations only if using their own or non-standard abbreviations, or those not appearing in the SBL Handbook.

APA writers note that a List of Abbreviations is not necessary. Follow APA 3.20-29.

Following are the class paper template and the dissertation, project and thesis template.
CLASS PAPER TITLE

by
I. M. Author
Box #

A PAPER

Submitted to Dr. Dana Harris
in partial fulfillment of the requirements
for the course NT 5000
Introduction to the New Testament
at Trinity Evangelical Divinity School

Deerfield, Illinois
March 2016
Heading 1: Use the Headers Set in Word

Heading 2: Use the Headers Set in Word

Heading 3: Use the Headers Set in Word

Heading 4: Use the Headers Set in Word

Fifth level subheadings. They are paragraph indented, sentence style, and italicized. A period follows a fifth level subheading which is then immediately followed by text (as in this example).


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1 Use the bibliography format for Turabian Humanities (footnote) style. This style is used by most TEDS programs, except counseling, ICS, EDS, and DMin.


2 Use the reference list format for Turabian Social Sciences (parenthetical) style. This style is used by the ICS, EDS, and DMin programs.
DISSERTATION TITLE AND TITLE PAGE FORMATTED IN AN INVERTED PYRAMID

by

Your Name Here

B.S., Your Undergraduate University, 2000
M.Div., Trinity Evangelical Divinity School, 2008

A DISSERTATION

Submitted to the faculty
in partial fulfillment of the requirements
for the degree of
DOCTOR OF PHILOSOPHY
in [Concentration]
at Trinity Evangelical Divinity School

Deerfield, Illinois
May 2016
Accepted:

______________________________
Dissertation Director

______________________________
Second Reader

______________________________
Program Director
ABSTRACT

The abstract is a summary of the contents of your paper. This is your opportunity to describe your research using terms that those using a search engine might use to find relevant documents. Abstracts are to be no longer than 350 words.
A dedication page is optional. It is placed after the abstract, numbered, but not included in the Table of Contents, centered and placed in inverted pyramid format and has no closing punctuation.
CONTENTS

LIST OF ILLUSTRATIONS ....................................................................................................................... vi
LIST OF TABLES ........................................................................................................................................ vii
ACKNOWLEDGMENTS ............................................................................................................................... viii
LIST OF ABBREVIATIONS ......................................................................................................................... ix

Chapter

1. INTRODUCTION ................................................................................................................................. 1
   Context for the Problem ......................................................................................................................... 3
   Research Concern ................................................................................................................................. 4
   Research Questions ............................................................................................................................ 6
   Significance of the Study ....................................................................................................................... 7
   Definitions ........................................................................................................................................... 9
   Assumptions ...................................................................................................................................... 10

2. YOUR NEXT CHAPTER HEADING ................................................................................................. 13
   First-level Subheading ....................................................................................................................... 13
   Second-level Subheading ................................................................................................................. 14

Appendix

1. TITLE OF APPENDIX ......................................................................................................................... 243

REFERENCE LIST .................................................................................................................................. 245
ILLUSTRATIONS

<table>
<thead>
<tr>
<th>Figure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Title of First Figure</td>
<td>2</td>
</tr>
<tr>
<td>2. Title of Second Figure</td>
<td>10</td>
</tr>
</tbody>
</table>
# TABLES

<table>
<thead>
<tr>
<th>Table</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Geographical Abbreviations for the US and Canada</td>
<td>6</td>
</tr>
<tr>
<td>2. Profile of Cognitive, Educational Objectives According to Bloom’s Taxonomy</td>
<td>51</td>
</tr>
<tr>
<td>3. Line up Table Number Periods on the Fourth Space</td>
<td>80</td>
</tr>
</tbody>
</table>
ACKNOWLEDGEMENTS

A brief acknowledgment page is optional. The word ACKNOWLEDGEMENTS is centered and typed in uppercase immediately below the two-inch top margin. Two blank lines follow, with the text beginning on the third line below the word ACKNOWLEDGEMENTS. The text is typed in one or more paragraphs, is left justified (not centered), and is ended by a period.
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>Affective Domain</td>
</tr>
<tr>
<td>ATS</td>
<td>Association of Theological Schools in the United States and Canada</td>
</tr>
<tr>
<td>CEO</td>
<td>Cognitive Educational Objective</td>
</tr>
<tr>
<td>TIU</td>
<td>Trinity International University</td>
</tr>
<tr>
<td><em>TrinJ</em></td>
<td><em>Trinity Journal</em></td>
</tr>
</tbody>
</table>
CHAPTER 1

CHAPTER TITLE CENTRED, UPPERCASE, DOUBLE SPACED
AND IN INVERTED PYRAMID FORM

The required font is Times New Roman 12 point. For footnotes, 10 point font size is acceptable, but only for footnotes. Use one-inch margins on all four edges of the page, except for the title page which has a two-inch top margin. The page numbers are centered at the bottom of the page immediately above the one-inch margin. Major headings are centered at the top of the page immediately below the one-inch top margin.

First Level Subheading

Subheadings vary in format, depending on the level. Key format requirements for subheadings include:

1. Two single-spaced blank lines precede a subheading, and one single-spaced blank line follows. Note that fifth level subheadings are preceded by one single-spaced blank line, but followed immediately by text.

2. A centered subheading longer than forty-eight characters must be divided into two or more lines in inverted pyramid for; a side subheading longer than half a line must be divided into two or more lines of equal length. See the sample subheadings.¹

Placement of Footnotes

A footnote must begin at the bottom of the page on which it is referenced, but can run over to the bottom of the next page if the note is long.² Separate text and footnotes with a two-

¹Kate Turabian, A Manual of Style for Writers of Term Papers, Theses and Dissertations, 8th ed. (Chicago: University of Chicago Press, 2013), 11–12.

²Ibid., 124.
inch solid line and one blank line. The first footnote begins on the third line below the text.³

Footnote numbers in text and footnote should be 12 pt. and at least 10 pt.

Second Level Subheading, Centered and Capitalized Headline Style but Not Italicized

A second level subheading is centered but not italicized. If the subheading is longer than forty-eight characters, it is divided into two or more single spaced lines in inverted pyramid form.

Third Level Subheading Flush Left, Italicized and Headline Style

A third level subheading is set flush with the left margin and is italicized. If the subheading is longer than half a line, it is divided into two or more equal lines and single spaced.

Fourth Level Subheading Flush Left Not Italicized and Headline Style

A fourth level subheading is set flush with the left margin and is not italicized. If the subheading is longer than half a line, it is divided into two or more equal lines and single spaced.

Fifth level subheading paragraph indented, italics and sentence style. A fifth level subheading is indented like a paragraph, preceded by only one-single spaced blank line, ends with a period like a sentence, and is followed by text.

³Ibid., 248–49.
Indentation

Paragraphs are indented half an inch. The guidelines for indenting block quotes are as follows:

Block quotes are single spaced and indented half inch. One blank line precedes a block quote and one blank line follows it. No quotation marks are used. Block quotes need to be at least five lines long.

If a block quotation includes the beginning of a paragraph, that paragraph is indented an additional ½ inch.

Tables and Illustrations

Tables and illustrations must conform to the most recent edition of Turabian. The inclusion of tables or illustrations requires a corresponding list in the front matter. A table or illustration should appear as close to its first reference in the text as possible. Small illustrations or tables are separated from text by three blank lines above and below.

Figure 1. Carefully examine the illustration and title for conformity to style and spacing.

A table or illustration larger than ¾ of a page may be best displayed on its own page. In this case, the table or illustration is centered on its own page closest to its reference to the text. Note that illustrations and tables must fit within existing margins. Color graphics are permissible as long as there is marked contrast (light and dark) between shades.
APPENDIX 1

APPENDIX TITLE CENTERED AND UPPERCASE

An appendix is formatted like the first page of a chapter. The appendix number—and the title of each appendix if there is more than one appendix—appears immediately below the one-inch top margin.

Design all forms questionnaires, protocols, and so on with the margins, pagination, and font requirements in mind. Font sized should be consistent with the text of the body of the research document—12pt.

Permission obtained to reproduce copyrighted instruments should be obtained and include in all the appendices.
REFERENCE LIST

Author-Date Style (Turabian)


Notes-Bibliography Style (Turabian)


