ThM Thesis

When do you use this? ONCE.

- This style is for ThM Theses only.
- You do this **officially once** for your whole time as a ThM student at Torch Trinity.
- You do this **officially once** when you submit your thesis to the school.
- This is not for term papers.

Term Papers X Theses

- Term papers have their own format. Please refer to the handbook for term papers.
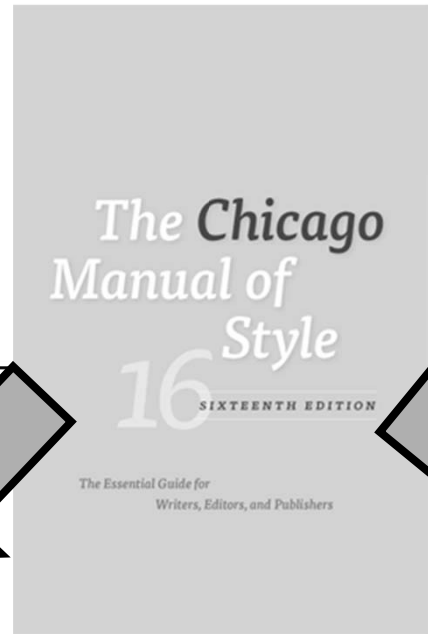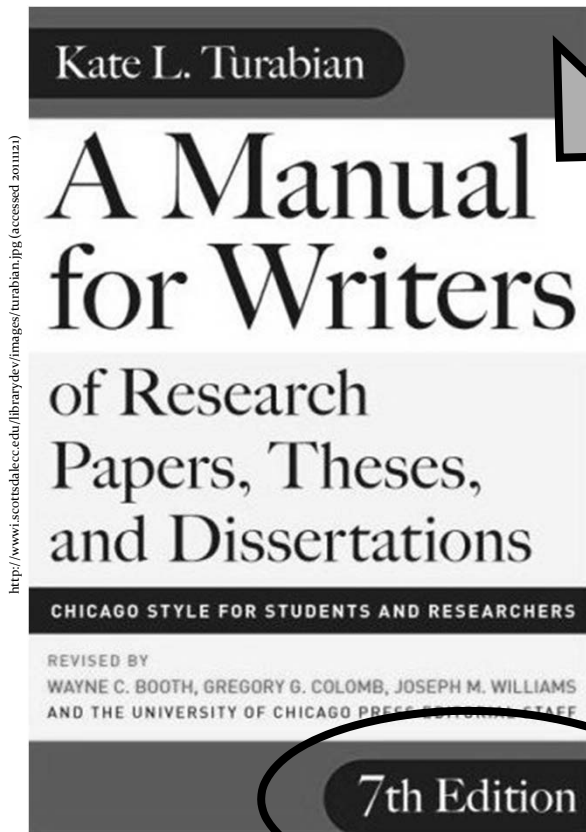
Tips

- Remember your audience!
- Your professor knows basic definitions to words and terms so do not write their definitions in your essay (unless you plan to use them differently).
- Keep the following short:
  - Introduction (one to two paragraphs)
  - Thesis should be at the beginning of your paper (within first two pages)
  - Background information (maximum: 10% of your paper)
  - Exception: if your assignment is to only write about background information then make the background 100%
- Get to the point!

GUIDELINES FOR TORCH TRINITY

- Paper Format: Torch Trinity's paper format is similar to (not the same as) Turabian
- Citations: As part of the humanities, the MDiv program follows
  - SBL in biblical citations
  - Turabian for all other citations

- Turabian, Kate L. A *Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers.* 7th ed. Revised by Wayne C. Booth, et al. Chicago: University of Chicago Press, 2007.
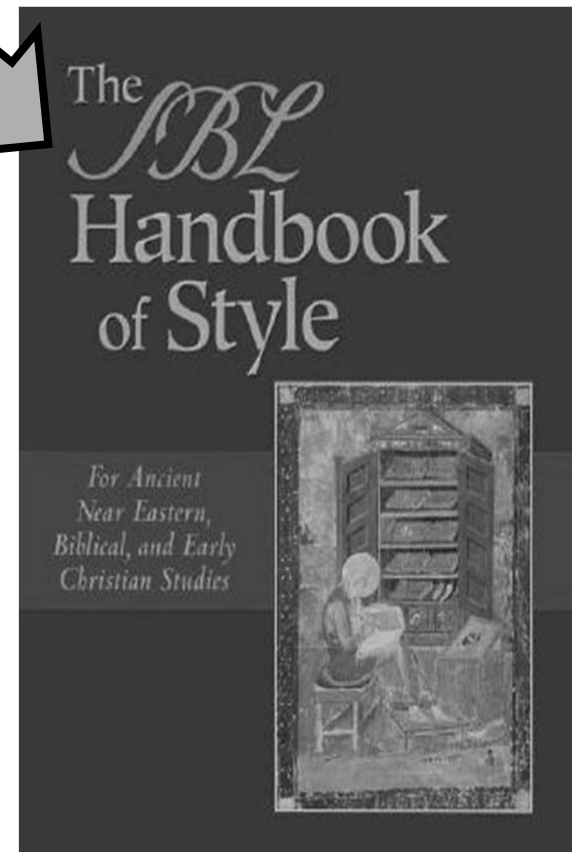
Citations

Citations

Kate L. Turabian

A Manual for Writers of Research Papers, Theses, and Dissertations

CHICAGO STYLE FOR STUDENTS AND RESEARCHERS

REVISED BY
WAYNE C. BOOTH, GREGORY G. COLOMB, JOSEPH M. WILLIAMS
AND THE UNIVERSITY OF CHICAGO PRESS EDITORIAL STAFF

7th Edition

The Chicago Manual of Style
16 SIXTEENTH EDITION

The Essential Guide for
Writers, Editors, and Publishers

Bible Citations

The SBL Handbook of Style

For Ancient
Near Eastern,
Biblical, and Early
Christian Studies

Major Sections of a ThM Thesis

- Main Section
  - Chapters
  - Introduction
  - Conclusion
  - Bibliography
- Approval Sheets
  - Faculty
    - Supervisor
    - Readers
  - Librarian
- Abstract
  - 350 Words or
  - Ask Your Department

- Table of Contents

- Optional
  - Dedication
  - Acknowledgements
  - Appendix
  - Lists

- Word Count: 30,000-35,000 words
  - including footnotes
  - excluding bibliography
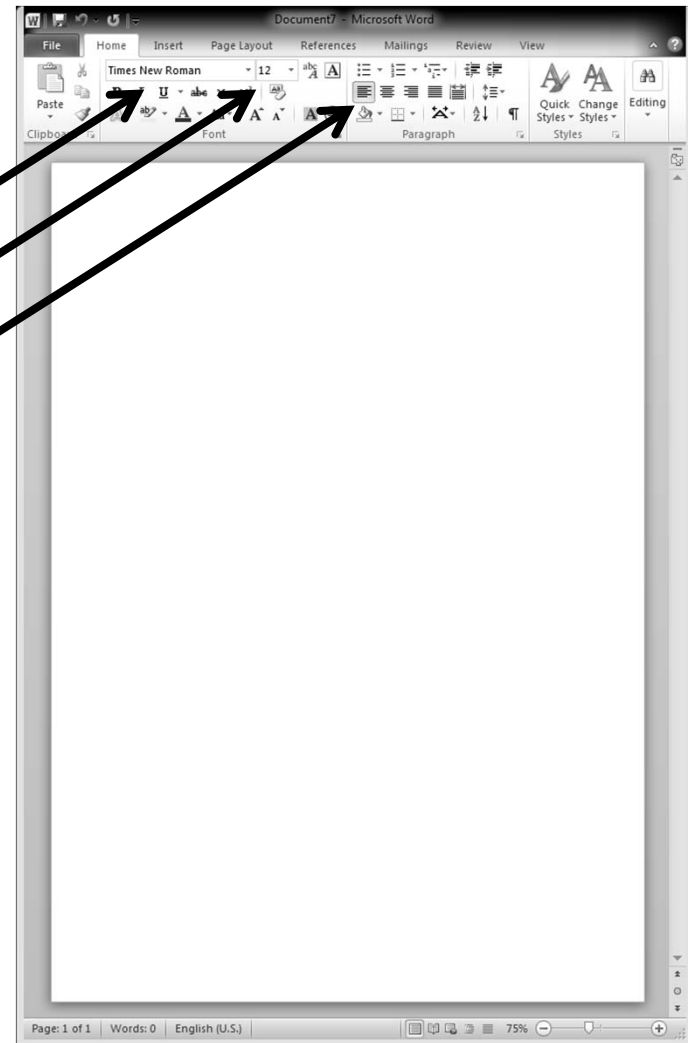
Word Count of a ThM Thesis

- Abstract – 350 words (1 page)
- Introduction – 3,000–5,000 words
- Chapters
  - Chapter One – 7,000–10,000 words
  - Chapter Two – 7,000–10,000 words
  - Chapter Three – 7,000–10,000 words
- Conclusion – 3,000–5,000 words
- Bibliography

Binding Format Rules

- Paper: A4
- Single Side (no duplex or back-to-back)
- Font: Times New Roman
- Size (MS Word Equivalent)
  - Main Text: 12 size
  - Footnotes: 10 size
- Margins (except cover)
  - Left: 3.25 cm (for binding purposes)
  - Top, Right, and Bottom: 2.5 cm
- Hardback Covers
  - PhD: Black with Gold Letters
  - ThM: Navy with Silver Letters

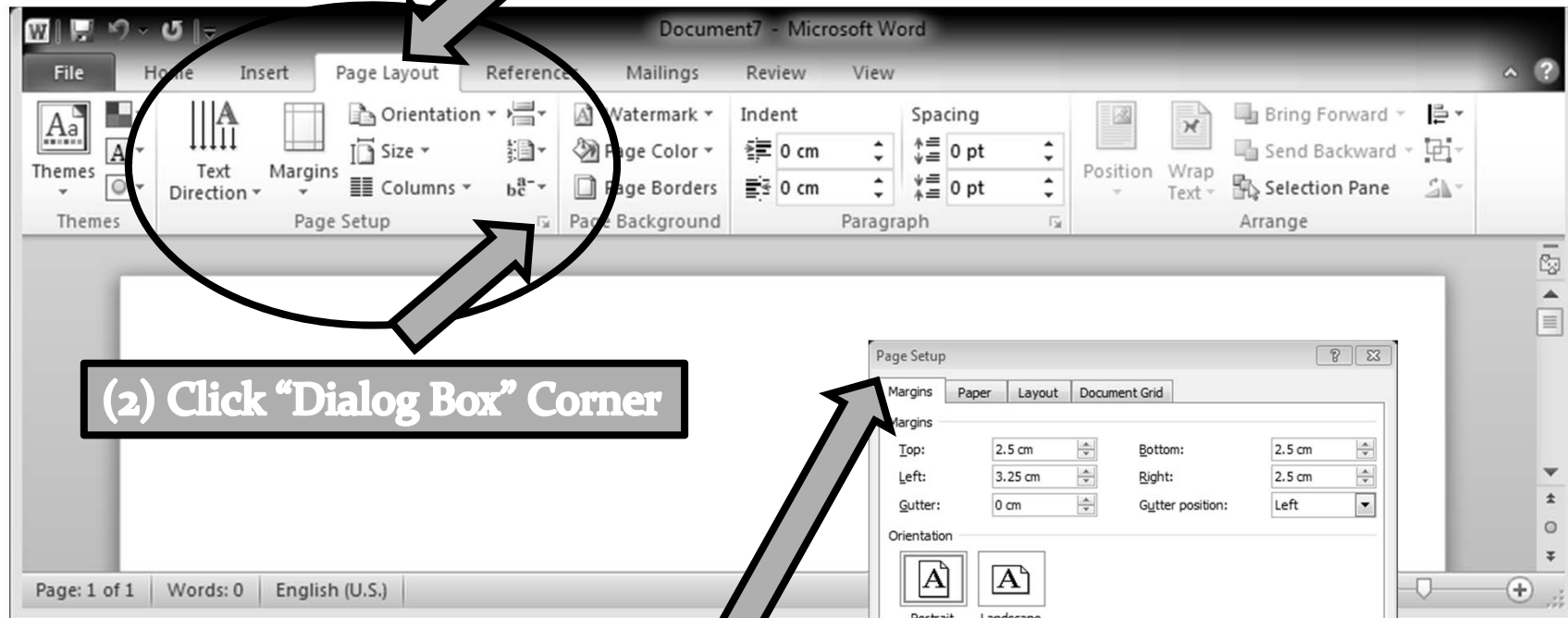Beware! Hangul's ".hwp" sizes tend to be bigger than MS Word sizes!

general settings

- Paper size: A4 (white)
- Margins
  - General: 3.25 cm all around (except cover page)
  - Header/Footer: 1 cm
- Font: Times New Roman
- ✖ Size (Microsoft Word Equivalent):
  - 12
  - Except footnotes: 10
- Alignment:
  - Left
  - Except:
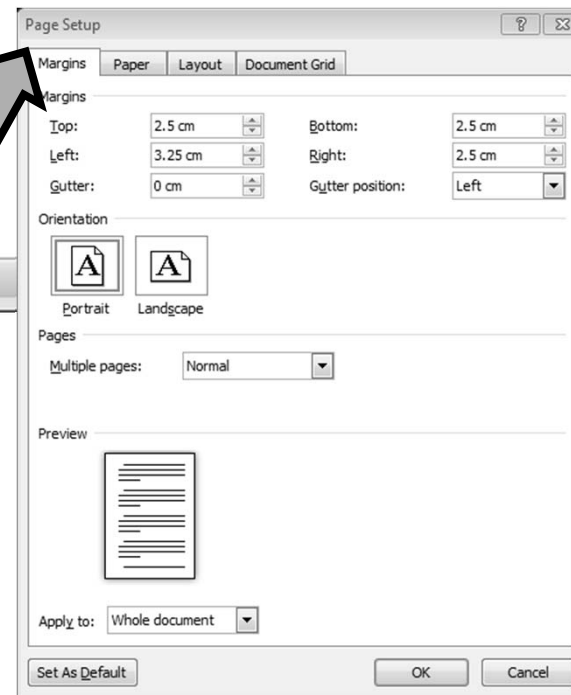   - cover page,
    - pagination
    - most headings

Margins

(1) Click Page Layout Tab

(2) Click "Dialog Box" Corner

(3) Page Set Up Pops Up!

Document7 - Microsoft Word

File   Home   Insert   Page Layout   References   Mailings   Review   View

Themes

Text Direction   Margins   Orientation   Size   Columns

Themes   Page Setup

Watermark   Page Color   Page Borders

Page Background

Indent   0 cm   0 cm

Spacing   0 pt   0 pt

Paragraph

Position   Wrap Text

Bring Forward   Send Backward   Selection Pane

Arrange

Page: 1 of 1   Words: 0   English (U.S.)

Page Setup

Margins   Paper   Layout   Document Grid

Margins

Top: 2.5 cm   Bottom: 2.5 cm
Left: 3.25 cm   Right: 2.5 cm
Gutter: 0 cm   Gutter position: Left

Orientation

Portrait   Landscape

Pages

Multiple pages: Normal

Preview

Apply to: Whole document

Set As Default   OK   Cancel

Margins

Click Click Click!

Margin — **Paper** — **Layout**

Press OK!

COVER PAGE

Format Settings

Note: TOP margin is different from the rest of your pages!

- Margins
  - Top 5 cm
  - Left 3.25 cm
  - Right 2.5 cm
  - Bottom 2.5 cm
- Alignment: Center
- Font: Times New Roman
- Size: 12 (MS Word Equivalent)
- Style: CAPS
  - Name of School
  - Title
  - Address
  - Department
  - Author
  - City, Country
  - Submission Month & Year

Format Spacing

TORCH TRINITY GRADUATE UNIVERSITY

6 line spaces

FRONTIER EDUCATION:

REFORMED FAITH IN INDIGINEOUS CULTURES

6 line spaces

A THESIS SUBMITTED TO

THE FACULTY

IN CANDIDACY FOR THE DEGREE OF

MASTER OF THEOLOGY

2 line spaces

DEPARTMENT OF CHURCH HISTORY

6 line spaces

BY

JEE-SU KIM

6 line spaces

SEOUL, KOREA

NOVEMBER 2011
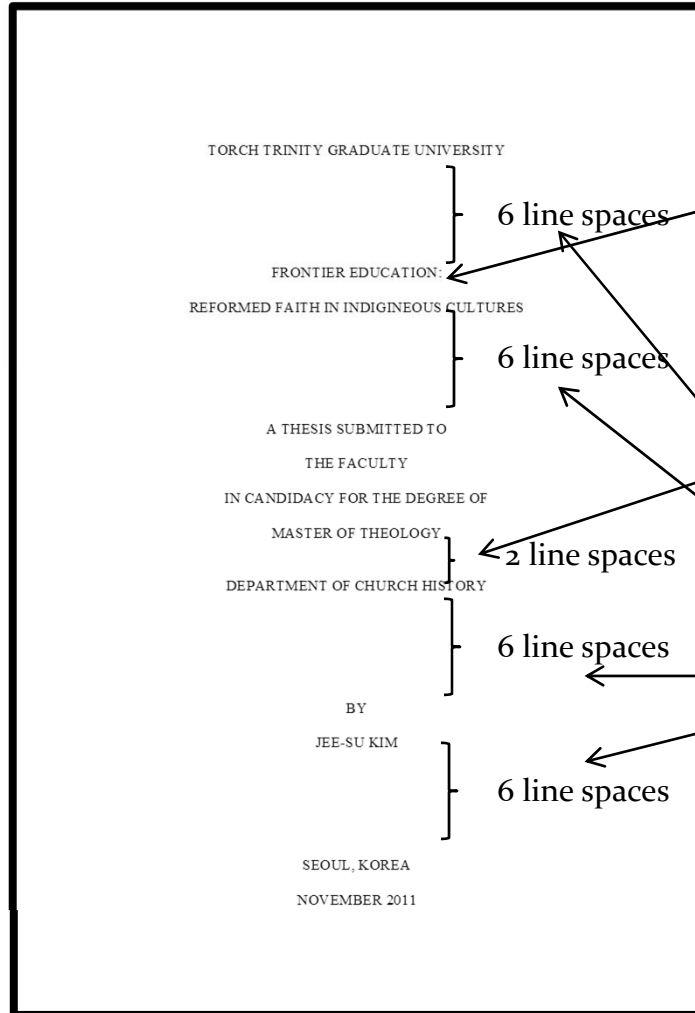
- Sections are double spaced (with one line dividing texts)
- Exception: middle bottom with 2 empty line spaces
- Sections divided by 6 empty lines spaces in between texts

TABLE OF CONTENTS

Old Way

Old Way (Likely Based on the APA)

Table of Contents: Examples

Old (BAD) Way

ABSTRACT

CHAPTER

   1. Introduction

   2. Chapter One

   3. Chapter Two

   4. Chapter Three

   5. Conclusions

BIBLIOGRAPHY

Current Way

- ABSTRACT
- INTRODUCTION
- CHAPTER
  - 1. Chapter One
  - 2. Chapter Two
  - 3. Chapter Three
- CONCLUSION
- BIBLIOGRAPHY

Do Not Be Tempted:
Do not follow the Old WAY

Old WAY

ABSTRACT

CHAPTER

1. Introduction

2. Chapter One

3. Chapter Two

4. Chapter Three

5. Conclusion

BIBLIOGRAPHY

What's the difference?

NONONONO!

OLD (BAD) WAY –

five sections under chapter including the introduction and conclusion

NONONONO!

New Way

New Way Based on Turabian

Explanation

They are separated! Yay!

- New Way has THREE CHAPTERS under the CHAPTER HEADING.
- Introduction is before the chapters
- Conclusion is after chapters
- Note that section headings are capitalized
- Table of Contents should be 1 to 2 pages long.

- ABSTRACT
- INTRODUCTION
- Chapter
  - CHAPTER ONE
  - CHAPTER TWO
  - CHAPTER THREE
- CONCLUSION
- BIBLIOGRAPHY

FORMAT EXAMPLE

- Margins
  - Left: 3.25 cm
  - Top, Left, Bottom: 2.5 cm
  - Header/Footer: 1 cm
- Line:
  - Top: 2x Double Space
  - Body: Double Space
- Style: CAPS
  - Except the Word, "Chapter," & Section Headings
  - Caps include Chapter Titles
- Alignment
  - Top: Center
  - Body: Left
- Page Number

FORMAT SETTINGS

- Margins
  - Left: 3.25 cm
  - Top, Left, Bottom: 2.5 cm
  - Header/Footer: 1 cm

- Line:
  - Top: 2x Double Space
  - Body: Double Space

- Style: CAPS
  - Except the Word, "Chapter," & Section Headings
  - Caps include Chapter Titles

- Alignment
  - Top: Center
  - Body: Left

- Page Number using lower case Roman number system

Two double spaces between "CONTENTS" heading and list

tab, tab, tab, tab, etc.

One Tab Spaces
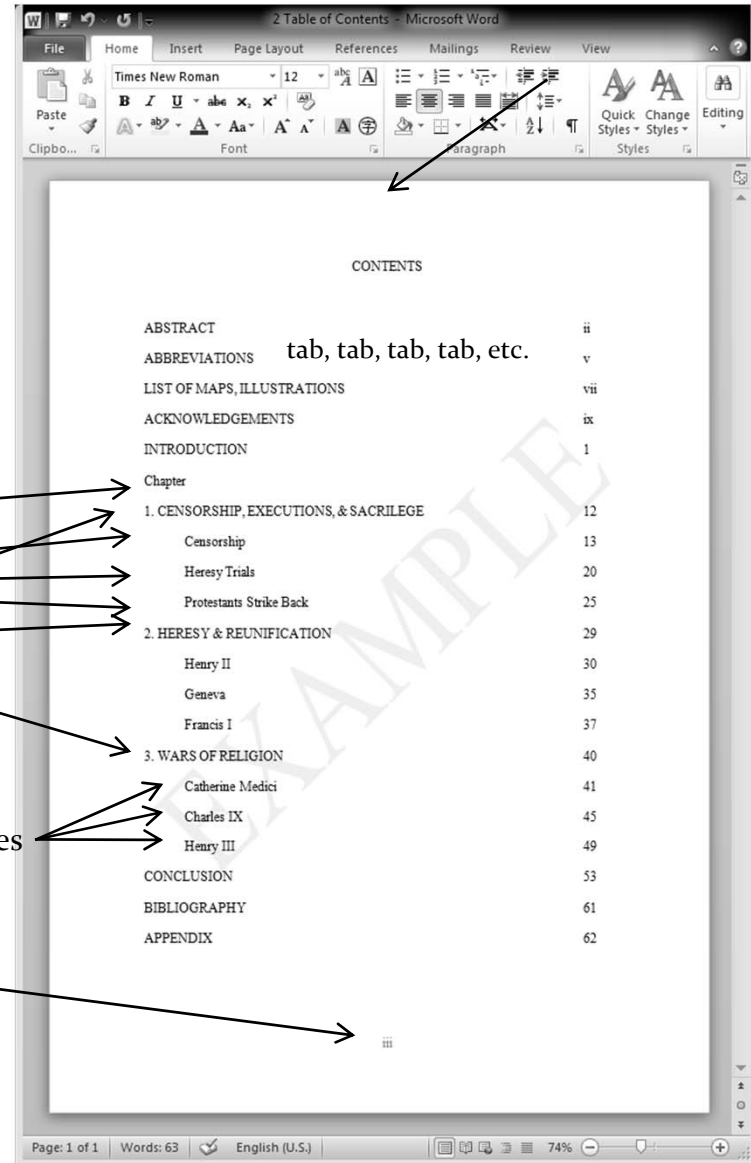
CONTENTS

CHAPTER SECTION SETTINGS

- The word, "Chapter," is in headline style
- Your chapter titles are in caps
- Your headings are in headline style
- Subheadings (Level 3 and below)? Avoid them in the Table of Contents
  - They're not significant (if they are, they should be level 1 and 2 headings)
  - Table of Contents should be easy to read and simple
  - Optional alternative: create an index if you want to give the reader more detail!

Outline = Table of Contents? No!

Outline of Short Research Paper

- No Chapters
- No Page Numbers
- Yes Subheadings
- Usually Four Major Sections: Introduction, Body, Conclusion, Bibliography

Outline

CENSORSHIP, EXECUTIONS, & SACRILEGE:

FRENCH PERSECUTIONS, 1519-1540

I. Introduction
II. Body Sections
  A. Censorship
  B. Heresy Trials
    1. Louis Berquin, Part I
    2. Blasphemers
    3. Louis Berquin, Part II
    4. Executions in the 1520s
III. Conclusion
IV. Bibliography

nope

nope

Table of Contents for Long Research Paper

- Yes Chapters
- Yes Page Numbers
- **No Subheadings**
- Several Major Sections: Abstract, Abbreviations, Lists,

CONTENTS

MAIN BODY

One Thesis Is Like

———————— • ————————

3 Very Good Term Papers

+ an introduction and conclusion that help connect the chapters.

General Settings for Main Body

- Font: Times New Roman
- Size
  - Main Text: 12 size (equivalent MS Word size)
  - Footnotes: 10 size
- Margins
  - Left: 3.25 cm (for binding purposes)
  - Top, Right, and Bottom: 2.5 cm
- Alignment: Left
- Double Space (except block quotes)
- Page Numbers (12 size)

- <u>Cite!</u>
- Quotes,
- Paraphrases,
- Pictures/Charts
  - Internet
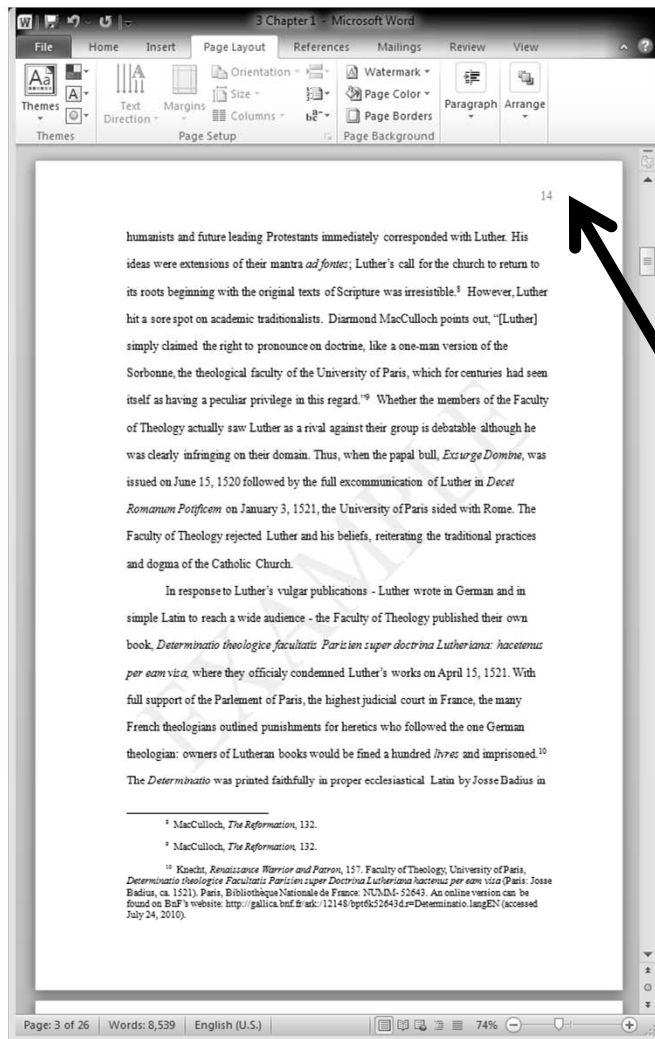 - Books
  - Other Sources

Page Appearance

Chapter's First Page

- Margins:
  - Left: 3.25 cm
  - Top, Right, Bottom: 2.5 cm
- Body Alignment: Left
- No "Introduction" Label
- Font: Times New Roman
- Size (MS Word Equivalent)
  - Body: 12
  - Footnotes: 10
- Page Number:
  - Bottom Center
  - Size: 12
  - Font: Times New Roman
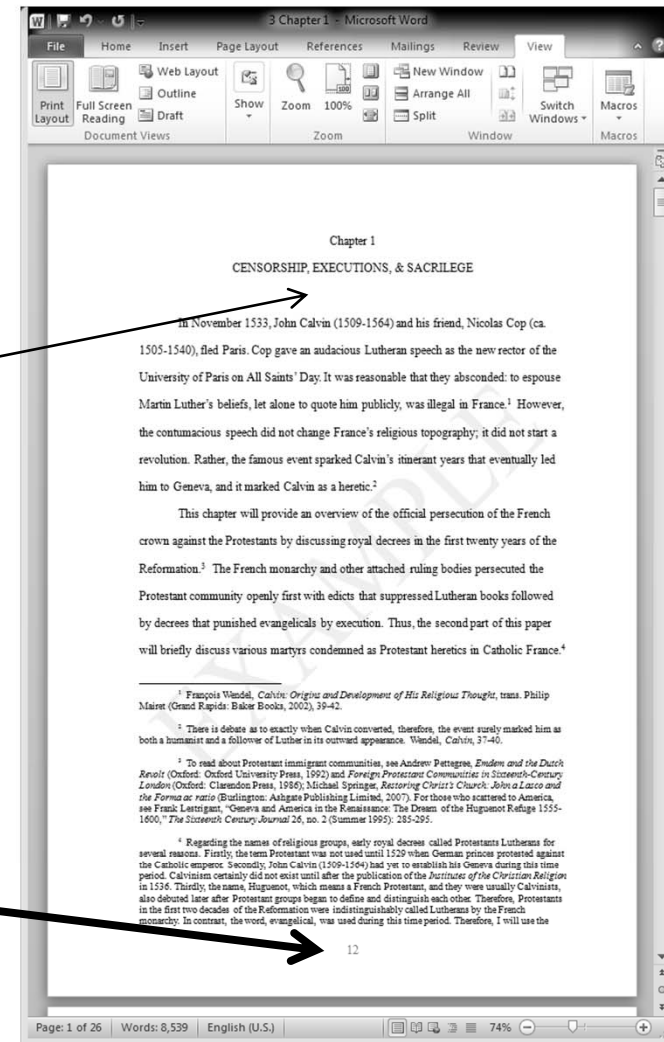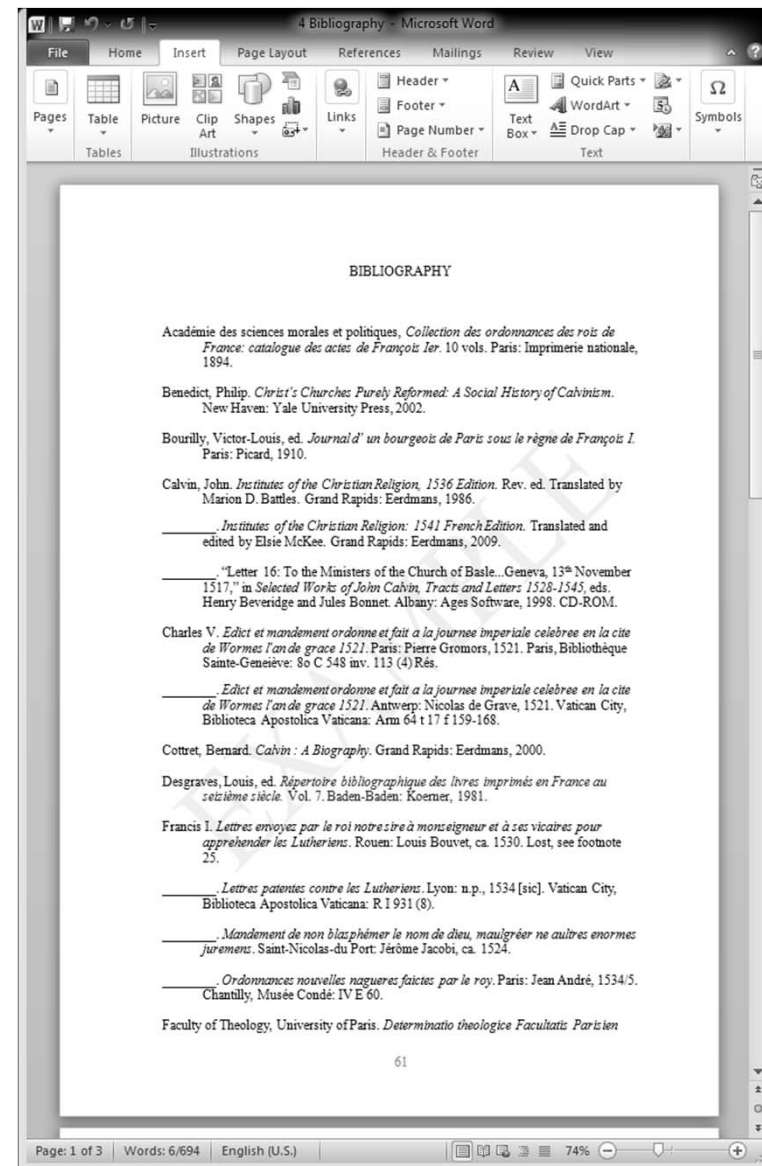
Following Pages

- Margins:
  - Left: 3.25 cm
  - Top, Right, Bottom: 2.5 cm
- Body Alignment: Left
- Font: Times New Roman
- Size (MS Word Equivalent)
  - Body: 12
  - Footnotes: 10
- Page Number:
  - Top Right Corner
  - Size & Font: Same as Main Body
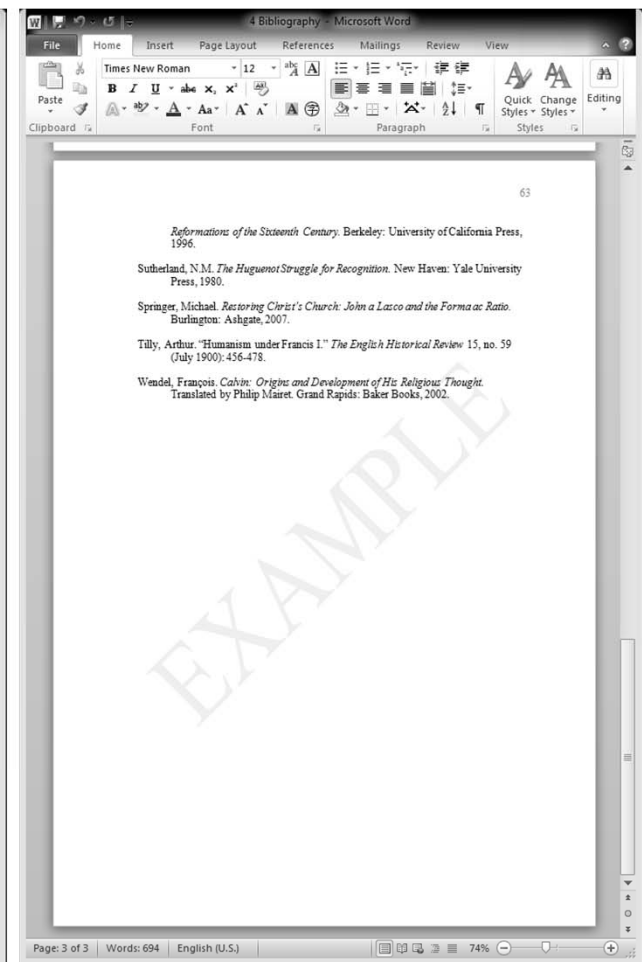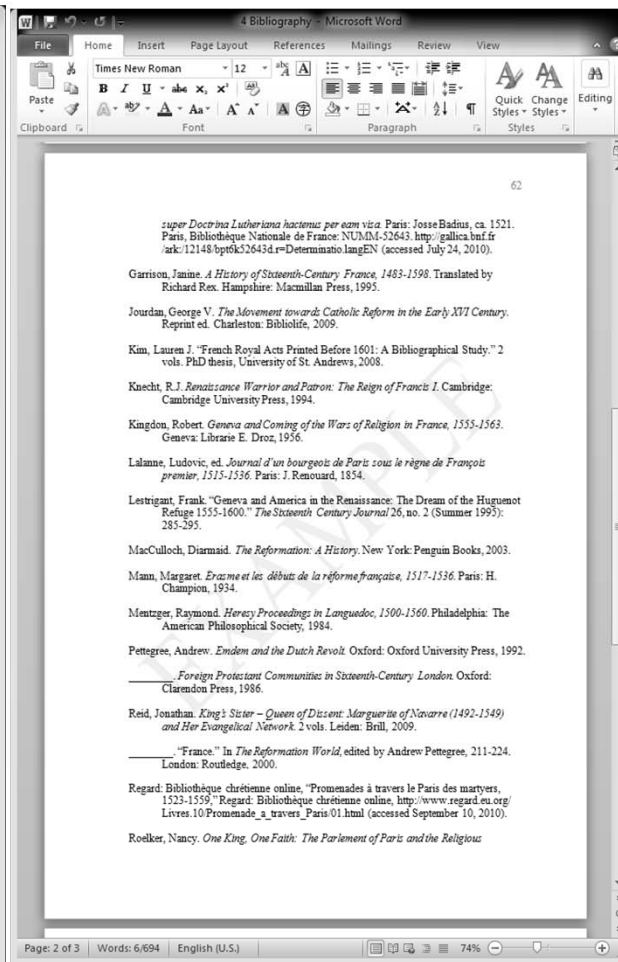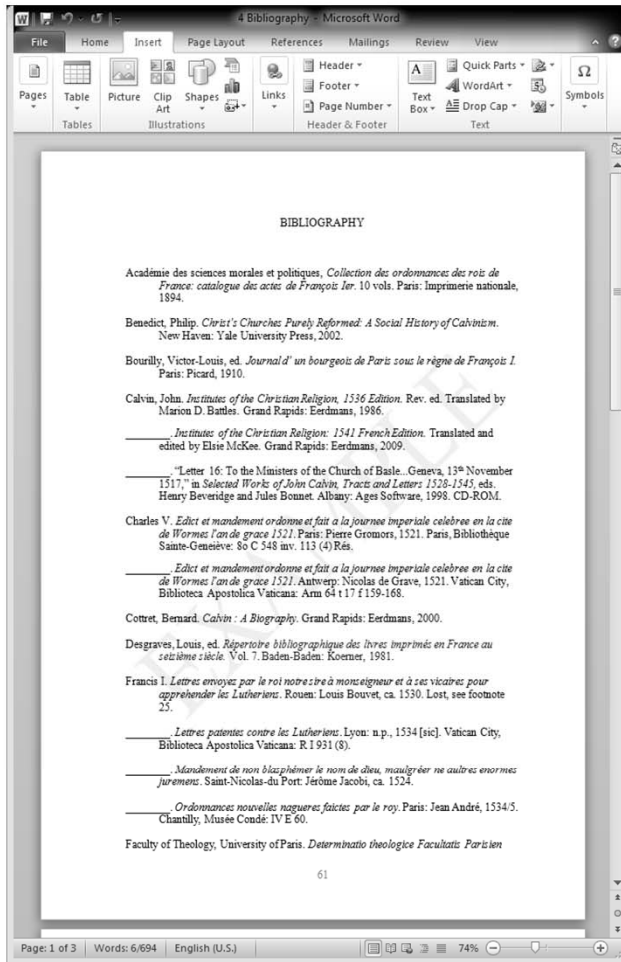
Bibliography

Bibliography

- New section
- Heading: center, all caps
- List sources in alphabetical order by last name
- Repeating names – 8 underscore lines
- Indent second and subsequent lines
- Pagination continues from main body

Visual Example

BIBLIOGRAPHY

Académie des sciences morales et politiques, *Collection des ordonnances des rois de France: catalogue des actes de François Ier*. 10 vols. Paris: Imprimerie nationale, 1894.

Benedict, Philip. *Christ's Churches Purely Reformed: A Social History of Calvinism*. New Haven: Yale University Press, 2002.

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———. "Letter 16: To the Ministers of the Church of Basle...Geneva, 13th November 1517," in *Selected Works of John Calvin, Tracts and Letters 1528-1545*, eds. Henry Beveridge and Jules Bonnet. Albany: Ages Software, 1998. CD-ROM.

Charles V. *Edict et mandement ordonne et fait a la journee imperiale celebree en la cite de Wormes l'ande grace 1521*. Paris: Pierre Gromors, 1521. Paris, Bibliothèque Sainte-Geneviève: 8o C 548 inv. 113 (4) Rés.

———. *Edict et mandement ordonne et fait a la journee imperiale celebree en la cite de Wormes l'ande grace 1521*. Antwerp: Nicolas de Grave, 1521. Vatican City, Biblioteca Apostolica: Arm 64 t 17 f 159-168.

Cottret, Bernard. *Calvin: A Biography*. Grand Rapids: Eerdmans, 2000.

Desgraves, Louis, ed. *Répertoire bibliographique des livres imprimés en France au seizième siècle*. Vol. 7. Baden-Baden: Koerner, 1981.

Francis I. *Lettres envoyez par le roi notre sire à monseigneur et à ses vicaires pour apprehender les Lutheriens*. Rouen: Louis Bouvet, ca. 1530. Lost, see footnote 25.

———. *Lettres patentes contre les Lutheriens*. Lyon: n.p., 1534 [sic]. Vatican City, Biblioteca Apostolica Vaticana: R.I 931 (8).

———. *Mandement de non blasphémer le nom de dieu, maulgréer ne aultres enormes juremens*. Saint-Nicolas-du Port: Jérôme Jacobi, ca. 1524.

———. *Ordonnances nouvelles naguere faictes par le roy*. Paris: Jean André, 1534/5. Chantilly, Musée Condé: IV E 60.

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super Doctrina Lutheriana hactenus per eam vita. Paris: Josse Badius, ca. 1521. Paris, Bibliothèque Nationale de France: NUMM-52643. http://gallica.bnf.fr /ark:/12148/bpt6k52643d.r=Determinatio.langEN (accessed July 24, 2010).

Garrison, Janine. *A History of Sixteenth-Century France, 1483-1598*. Translated by Richard Rex. Hampshire: Macmillan Press, 1995.

Jourdan, George V. *The Movement towards Catholic Reform in the Early XVI Century*. Reprint ed. Charleston: Bibliolife, 2009.

Kim, Lauren J. "French Royal Acts Printed Before 1601: A Bibliographical Study." 2 vols. PhD thesis, University of St. Andrews, 2008.

Knecht, R.J. *Renaissance Warrior and Patron: The Reign of Francis I*. Cambridge: Cambridge University Press, 1994.

Kingdon, Robert. *Geneva and Coming of the Wars of Religion in France, 1555-1563*. Geneva: Librarie E. Droz, 1956.

Lalanne, Ludovic, ed. *Journal d'un bourgeois de Paris sous le règne de François premier, 1515-1536*. Paris: J. Renouard, 1854.

Lestringant, Frank. "Geneva and America in the Renaissance: The Dream of the Huguenot Refuge 1555-1600." *The Sixteenth Century Journal* 26, no. 2 (Summer 1995): 285-295.

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———. *Foreign Protestant Communities in Sixteenth-Century London*. Oxford: Clarendon Press, 1986.

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———. "France." In *The Reformation World*, edited by Andrew Pettegree, 211-224. London: Routledge, 2000.

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Roelker, Nancy. *One King, One Faith: The Parlement of Paris and the Religious*

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Reformations of the Sixteenth Century. Berkeley: University of California Press, 1996.

Sutherland, N.M. *The Huguenot Struggle for Recognition*. New Haven: Yale University Press, 1980.

Springer, Michael. *Restoring Christ's Church: John a Lasco and the Forma ac Ratio*. Burlington: Ashgate, 2007.

Tilly, Arthur. "Humanism under Francis I." *The English Historical Review* 15, no. 59 (July 1900): 456-478.

Wendel, François. *Calvin: Origins and Development of His Religious Thought*. Translated by Philip Mairet. Grand Rapids: Baker Books, 2002.

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Bibliography: Sources Consulted

- Bibliography is a list of all the sources you consulted and used to write your paper.
  - This is not a list of the books you cited but all the sources you used to help you understand your topic.
  - Some citations are not required in the bibliography.
  - Some books listed here will not be in your footnotes.

- For sources that are omitted in the bibliography, see Turabian, page 150.
  - The Bible and the Books in the Bible
  - general dictionaries and encyclopedic references you consulted

Divide My Bibliography?

- If you have many sources, you can divide your bibliography into more sections
  - Original Sources & Secondary Sources & Reference Works
  - By Languages
  - By Types: Manuscripts, Books, Online
- Use the same heading styles as the main body

Settings

Headings

Levels

General Section Guidelines

- Sections with headings should be strong and with length
  - Each heading should have two or more paragraphs below it.
  - One paragraph should not have a section heading. Exceptions should be extremely rare. Why? Too many headings often prevent/obstruct a smooth read.
  - When in doubt, ask your supervisor.
  - Exception: Chapter conclusions can be one or more paragraphs long
- Table of Contents: do not put subheadings here.
- Not necessary:
  - labeling chapter introductions
  - chapter introductions do not require headings

Chapter Divisions ➜ Heading Levels

Divisions

I. Chapter One
  A. Section One
    1. Subsection One
      a. Part One of Subsection One
        i. Subpart One of Subsection One
        ii. Subpart Two of Subsection One
      b. Part Two of Subsection One
    2. Subsection Two
  B. Section Two
II. Chapter Two

Headings

I. Level 1
  A. Level 2
    1. Level 3
      a. Level 4
        i. Level 5
        ii. Level 5
      b. Level 4
    2. Level 3
  B. Level 2
II. Level 1

Heading Levels come with a partner or several partners!

I. Level 1
  A. Level 2
    1. Level 3
      a. Level 4
        i. Level 5
        ii. Level 5
      b. Level 4
    2. Level 3
  B. Level 2
II. Level 1

- A section level should never exist without a second equivalent.
- Example:
  - Master theses contains three "level 1" headings: Chapters 1, 2, & 3.
  - Within one chapter, there should be at least two "level 2" sections or no sections at all.

Comparison of Good/Bad Organizational Headings

Good Organization

I. Level One
  A. Level Two
    1. Level Three
      a. Level Four
        i. Level Five
        ii. Level Five
      b. Level Four
    2. Level Three
  B. Level Two
II. Level One

Bad Organization

I. Level One
  A. Level Two
    1. Level Three
      a. Level Four
        i. Level Five
II. Level One

Each level under "Level One"
is missing a partner of equal value!

Missing Partners!

I. Level 1
  A. Level 2
    1. Level 3
      a. Level 4
        i. Level 5
II. Level 1
  A. Level 2
    1. Level 3
      a. Level 4
        i. Level 5

- Equivalent partners need to be found within the same section.
- Level 1 has a partner: Chapters 1 & 2 within the main body of the thesis
- Not partners! Here, Level 2s do not have partners because there is only one "level 2" in each chapter.
- Partners need to be within the same section.
  - I. Level 1
    - A. Level 2
    - B. Level 2
  - II. Level 1

Level Styles:
Visual Examples

(notice page number locations)

General Heading Style

Chapter #

LEVEL ONE

Level Two

Level Three

Level Four

Level Five

Format Rules

- Headline Style
- Double Space
- Size: 12
- No!
  - **Bold** X
  - CAPS

Level 1

- Alignment: Center
- Mixed Styles
  - Top Line Headline: Chapter #
  - Second Line Caps: CHAPTER TITLE
- Double Space Chapter & Title
- Title
  - Double Space if Title Is Long
  - Headline Style
- 2x Double Space after Title
- No Bold or Italics!
- Size: 12 (MS Word Equivalent)
- Font: Times New Roman
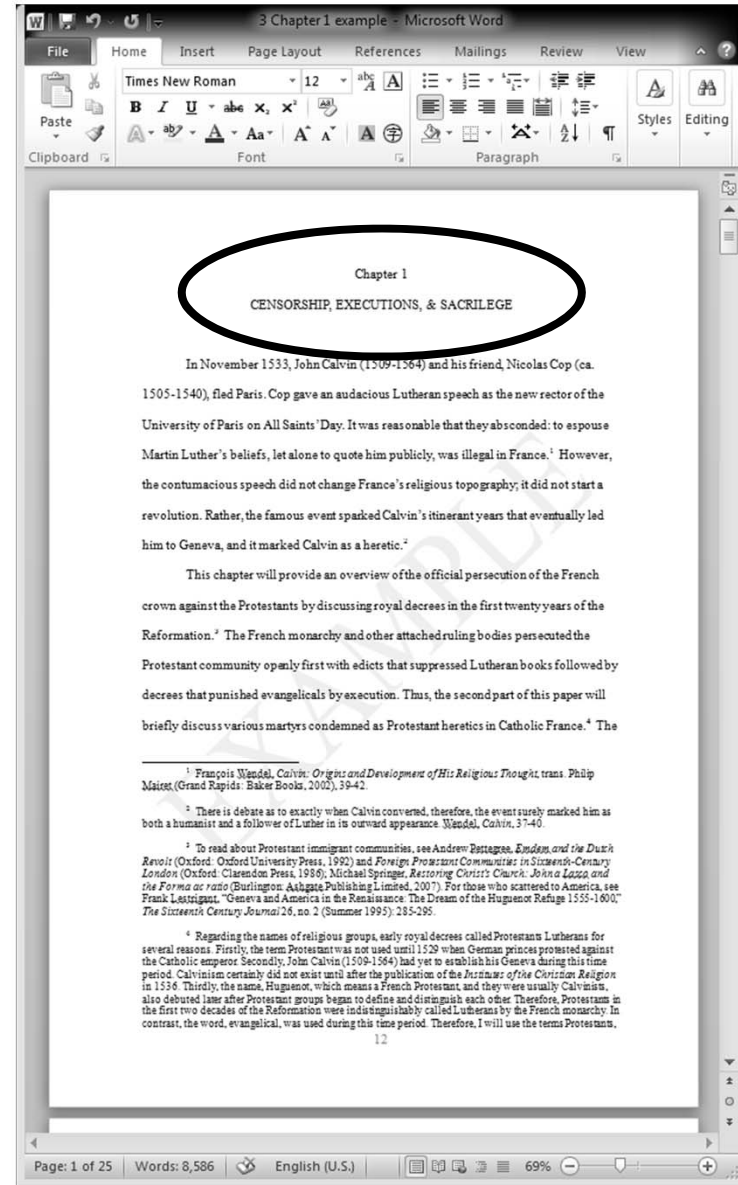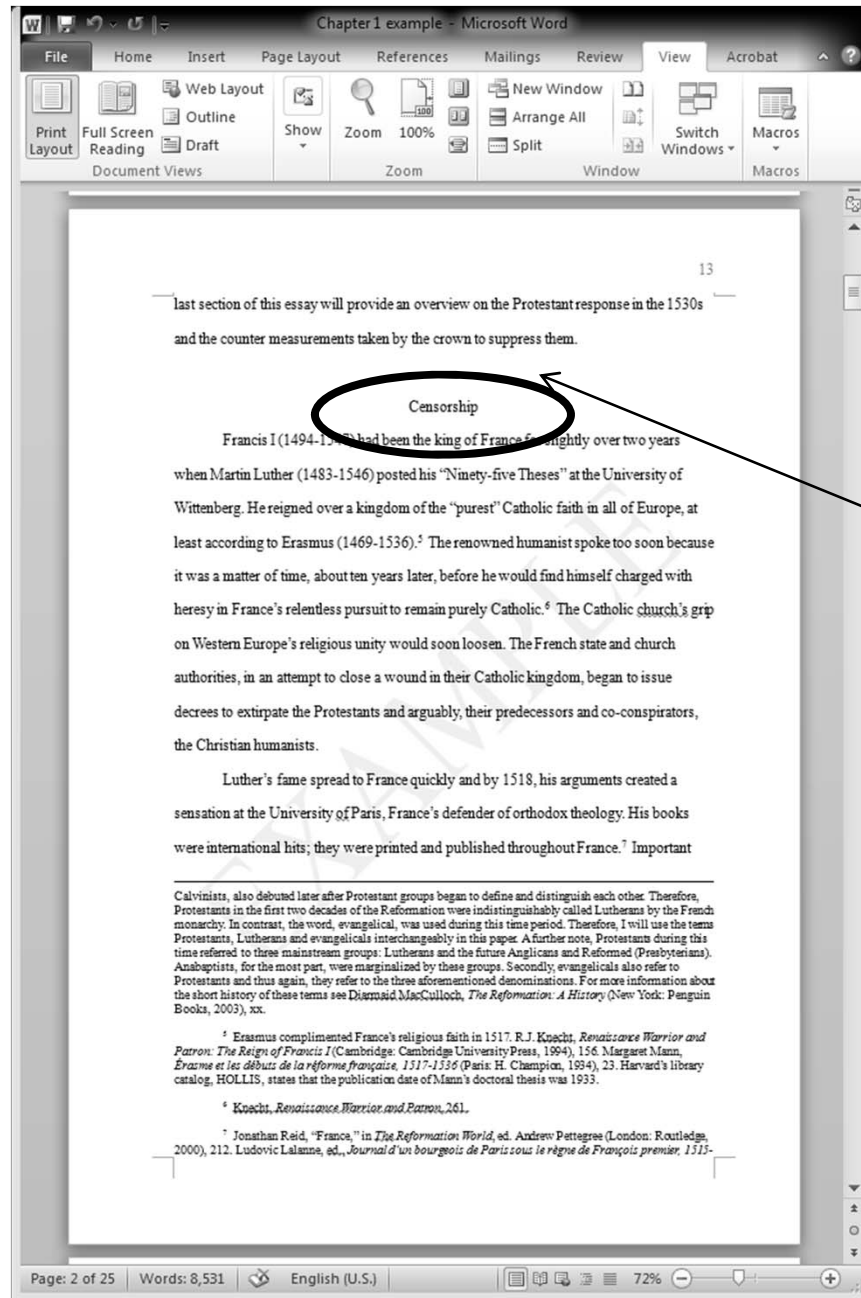
Level 2

- Alignment: Center
- Headline Style
- 2x Double Space Lines before Previous Paragraph
- Double Space Lines after Heading
- No Bold or Italics!
- Size: 12 (MS Word Equivalent)
- Font: Times New Roman

Level 3

- Alignment: Center
- *Italics*
- Headline Style
- Spacing
  - #1: If section heading precedes,
    - Double space between headings
    - Double space after headings
  - #2: If paragraph precedes,
    - 2x double space before heading
    - Double space after heading
    - See next slide
- No Bold!
- Size: 12 (MS Word equivalent)
- Font: Times New Roman
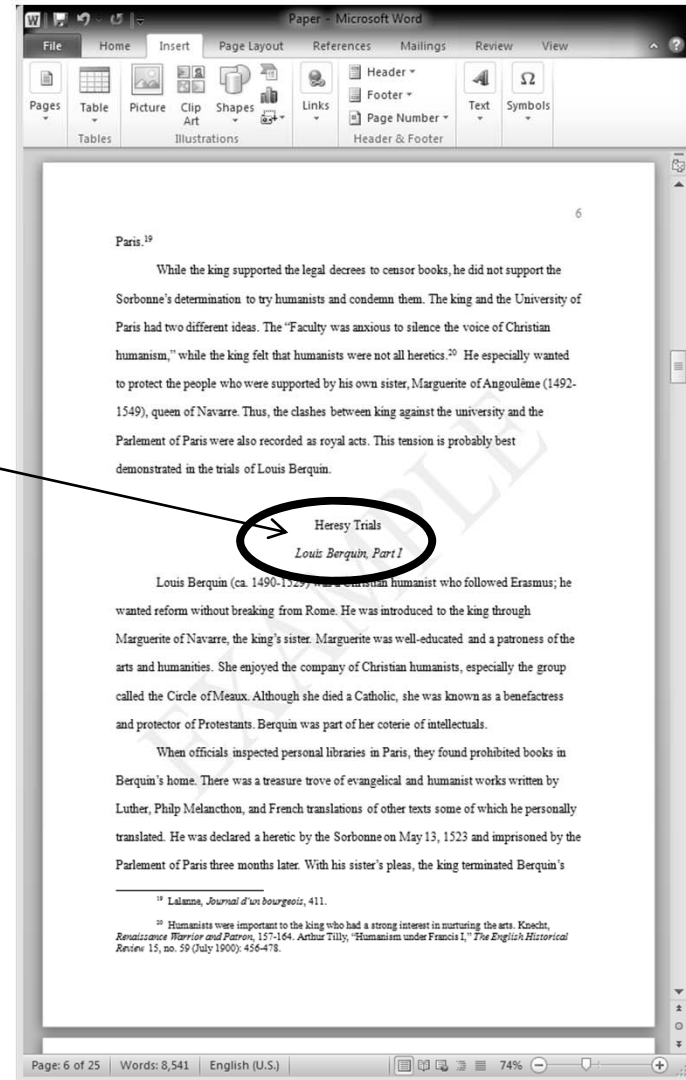
Level 3 Examples
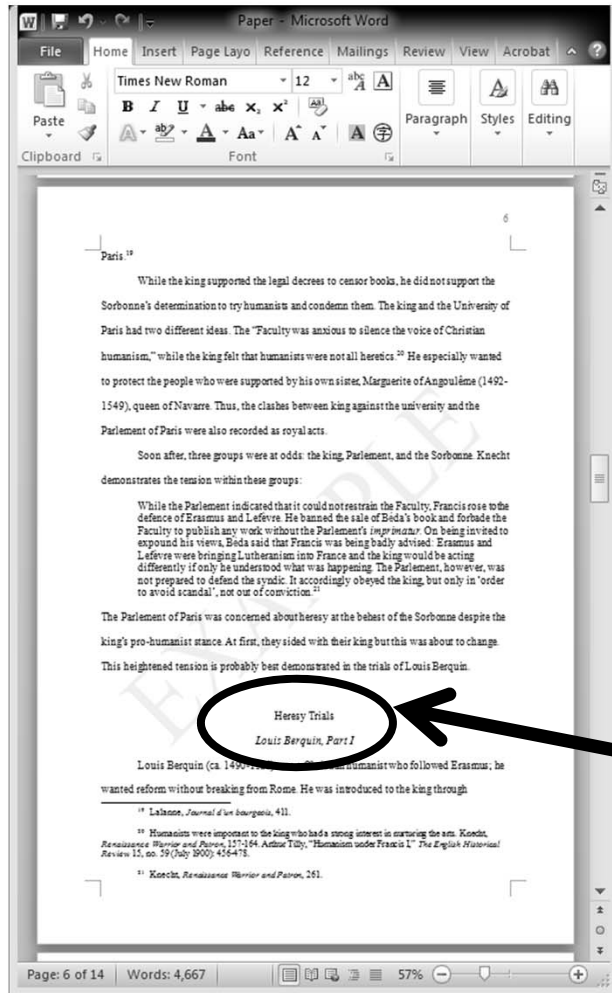
#2:
2x double space before, if paragraph precedes

#1:
double space before, if level 2 heading precedes
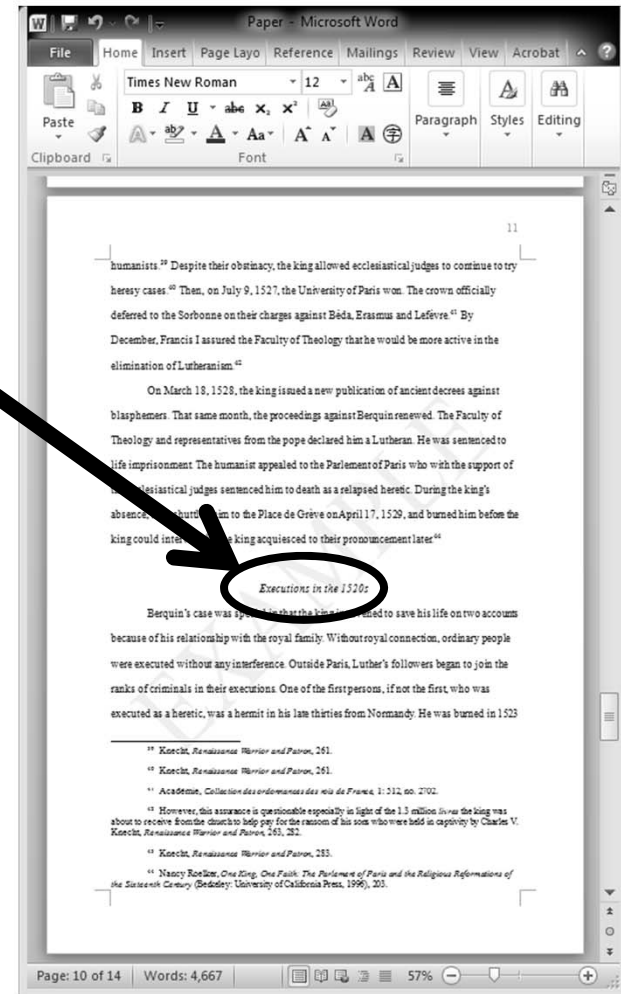
Levels 4 & 5: Avoid!

- Avoid creating levels 4 & 5 headings as much as possible
- Avoid One Heading per Paragraph
  - It stops the flow of reading
  - Use the levels as a last minute resort, say, for the sake of consistency
- Consult Supervisor for Further Advice
- Social Science Papers Should Be in APA Writing Style
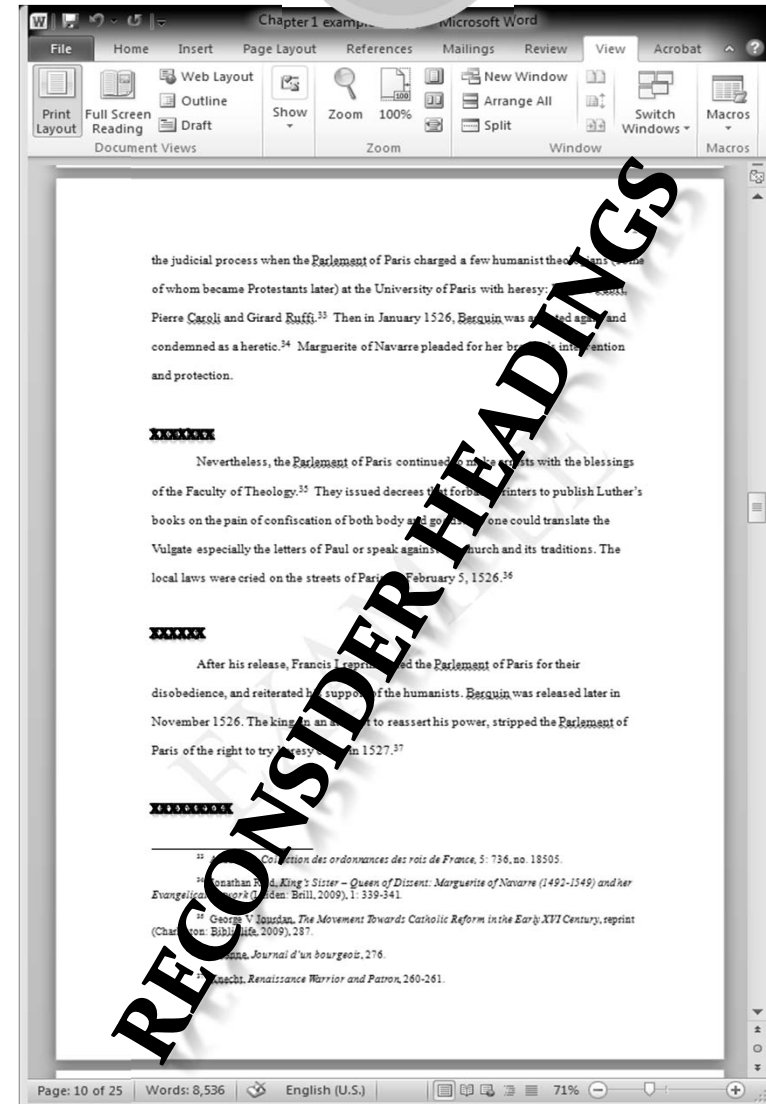
Level 4: If Absolutely Necessary...

- Alignment: Left
- Headline Style
- 2x Double Space preceding Heading
- Double Space after Heading
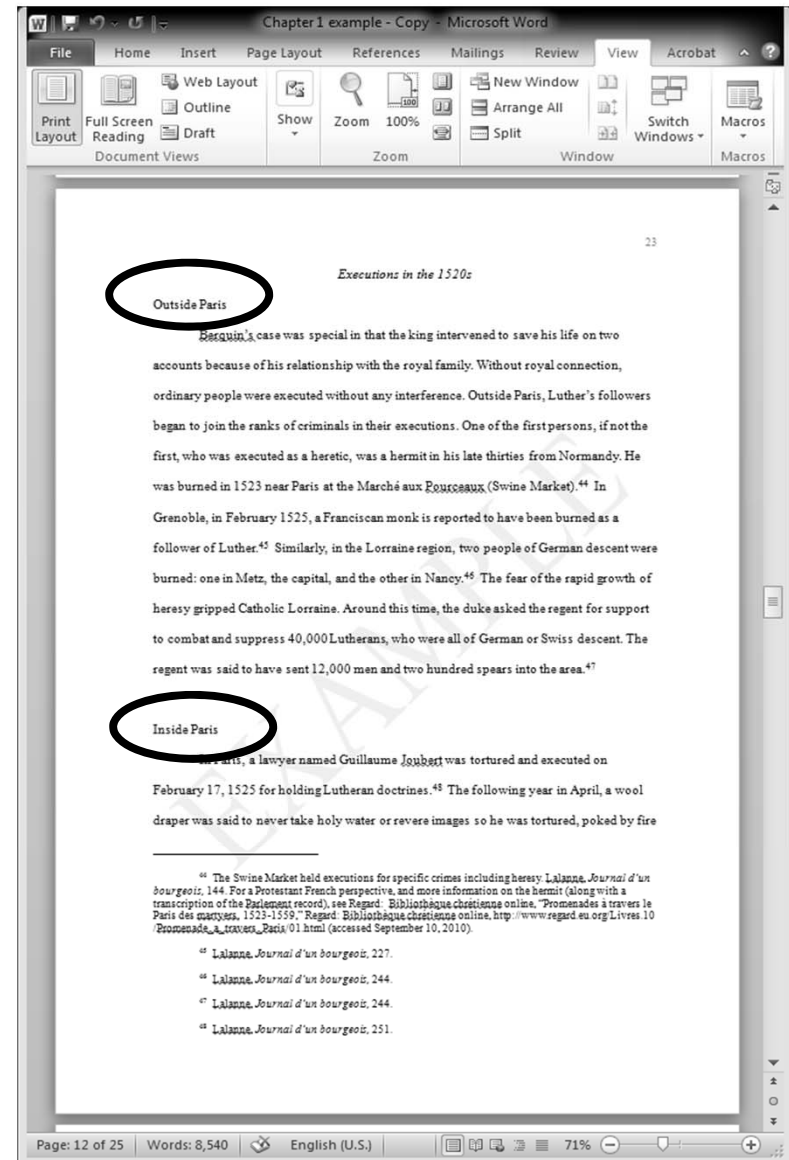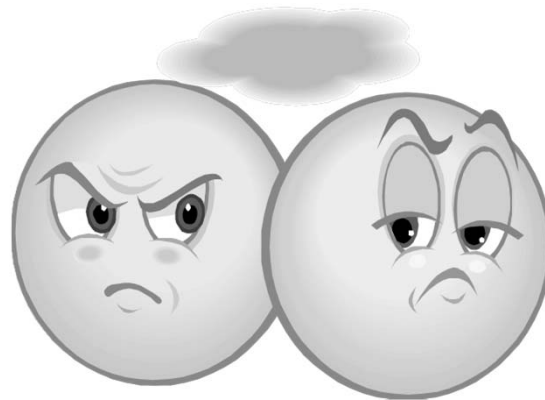
Level 5
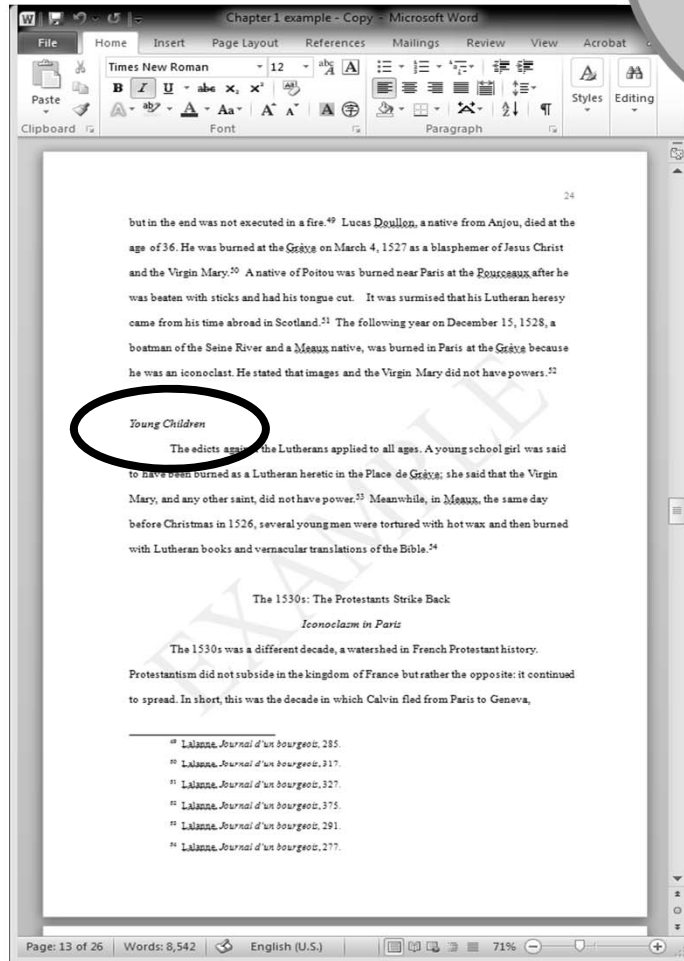
- Alignment: Left
- Headline Style
- *Italics*
- 2x Double Space preceding Heading
- Double Space after Heading

Pagination

Pagination

- Before Introduction
  - Use the lower case Roman numeral system (i, ii, iii, iv, v, etc.)
  - Cover page? No page numbers!
- Introduction and Following Chapters
  - Use Arabic number system (1, 2, 3, 4, 5, etc.)
  - Introduction' s first page is page " 1"
  - Do not start over for each section. Pagination continues to the end of the thesis.
- General Rules
  - Font: Times New Roman
  - Size (MS Word Equivalent): 12
  - No Bold, No Italics
  - Header/Footer Positions: 1 cm – see next slide

Pagination

last section of this essay will provide an overview on the Protestant response in the 1530s

and the ~~counter~~ measurements taken by the crown to suppress them.

Page Number Format

Number format: 1, 2, 3, …

☐ Include chapter number

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

Page numbering
○ Continue from previous section
◉ Start at: 12

OK   Cancel

Page Number Format

Number format: i, ii, iii, …

☐ Include chapter number

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

Page numbering
○ Continue from previous section
◉ Start at: xii

OK   Cancel

2. Box Will Appear
Choose a Number Format
(1) Arabic (First on List)
(2) Roman Lower Case
(shown right)
3. Choose Number

Header/Footer Positions

Margins: 1 cm for both header and footer
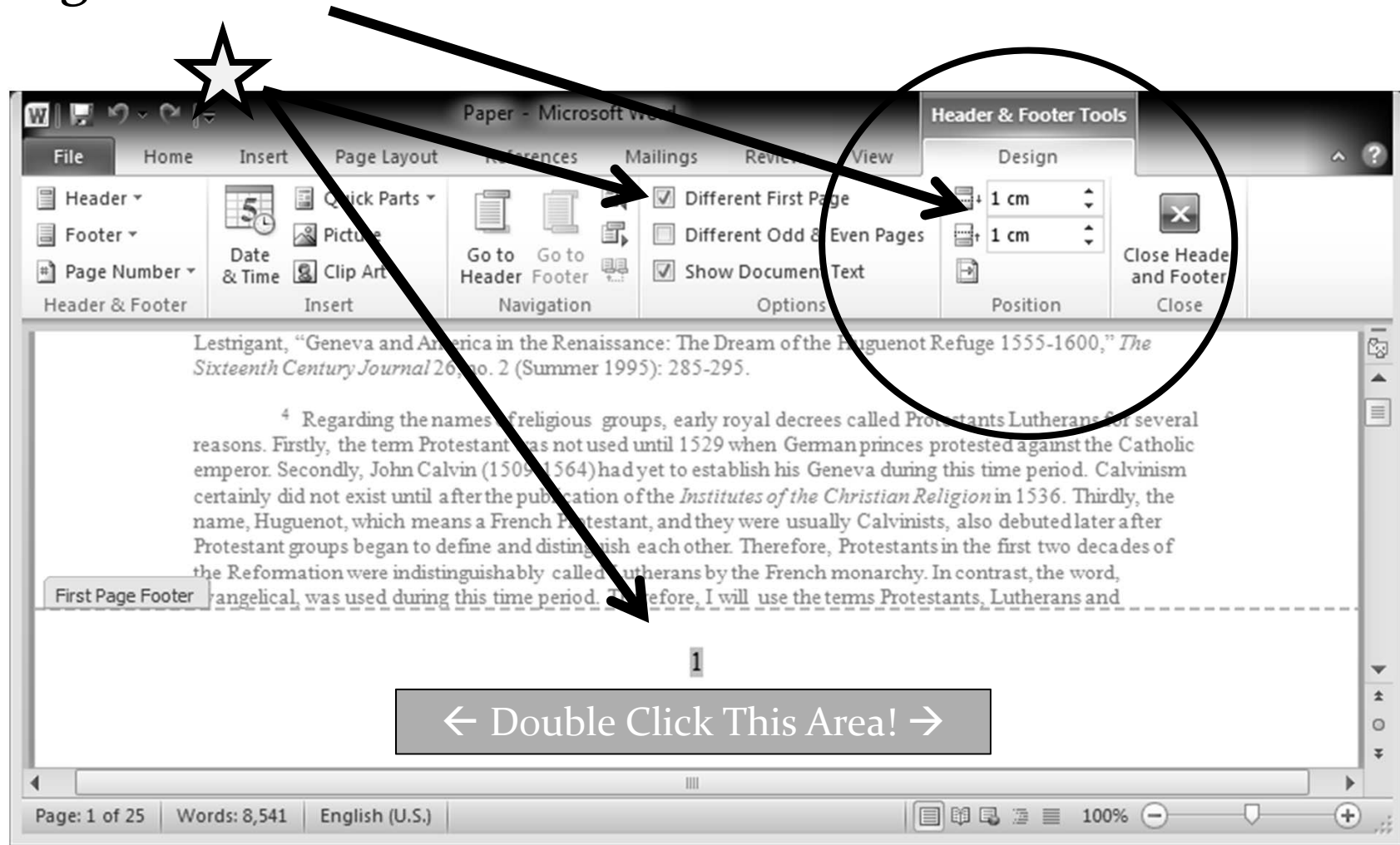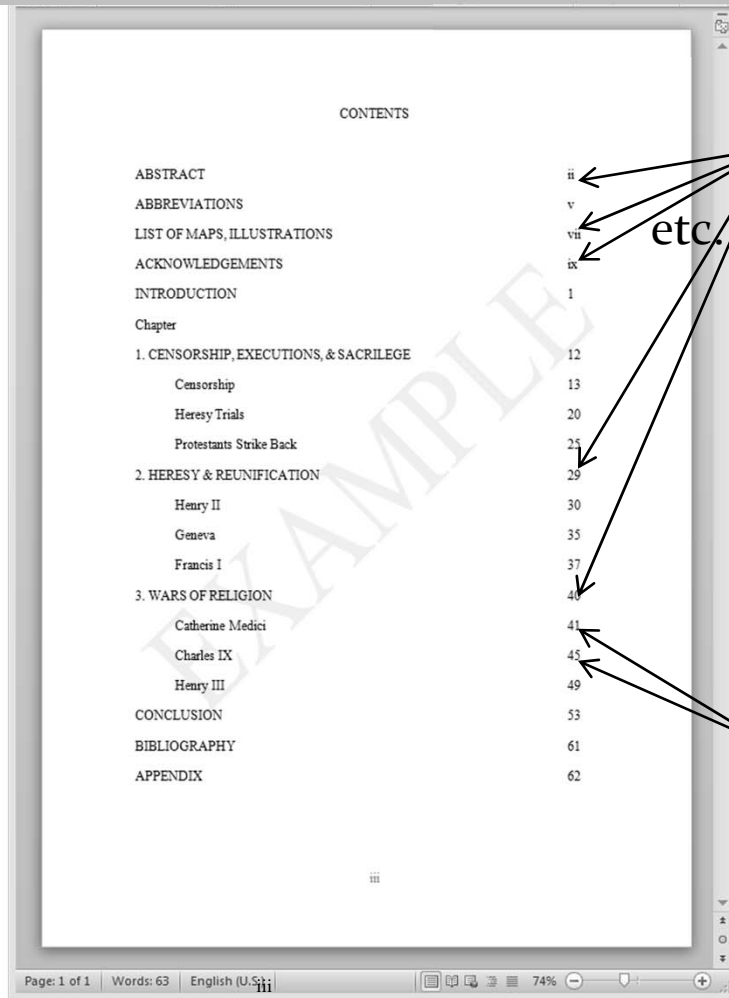
Section Headings

- Each first page with "level 1" headings should have page numbers at the bottom center
- Location: Bottom Center
- Font: Times New Roman
- Size: 12
- No Bold, No Italics
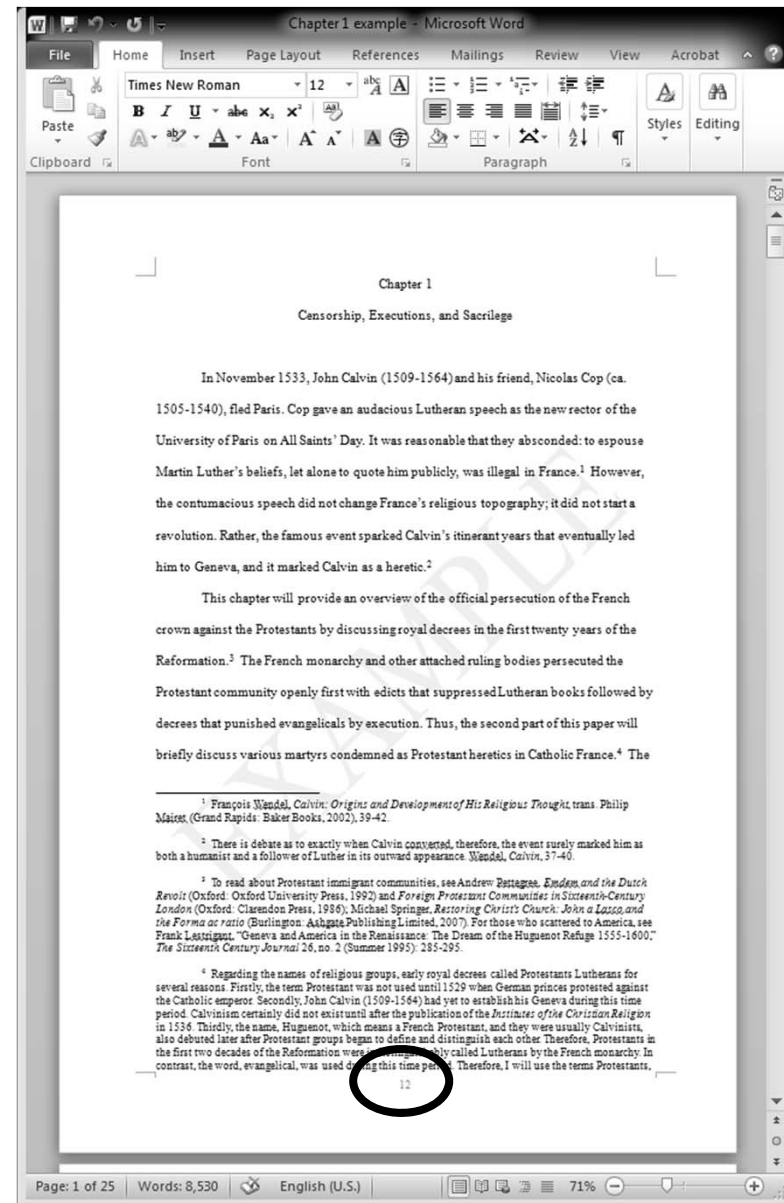
Which Pages Deserve Bottom Center Numbers?

etc.

- Every *1ˢᵗ* page that is in all caps in your Table of Contents. In other words, pages with Level 1 headings on them should have bottom center page numbers.

- All other pages will have top right corner numbers.
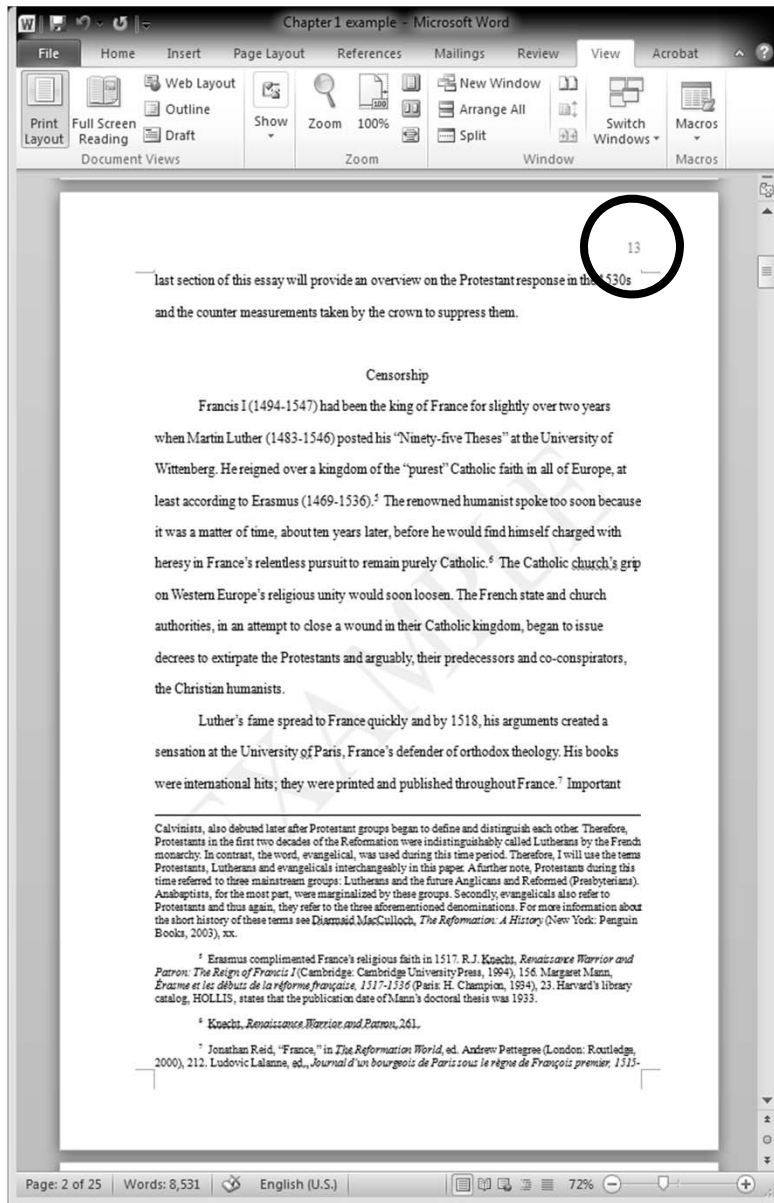
Following pages

- All other pages will have numbers at top right corner.
- Location: Top Right Corner
- Font: Times New Roman
- Size: 12
- No Bold, No Italics

Pagination Example
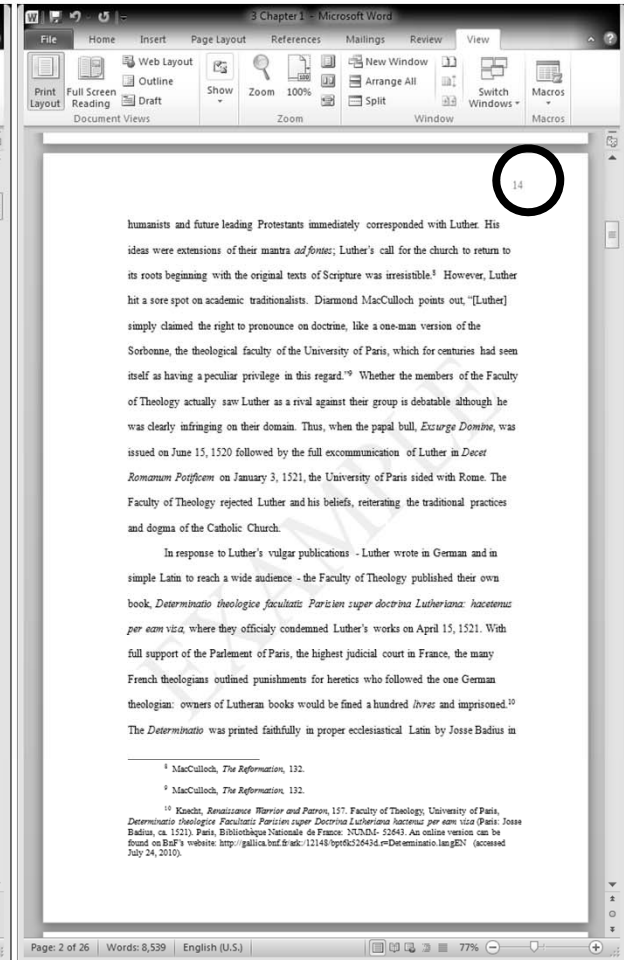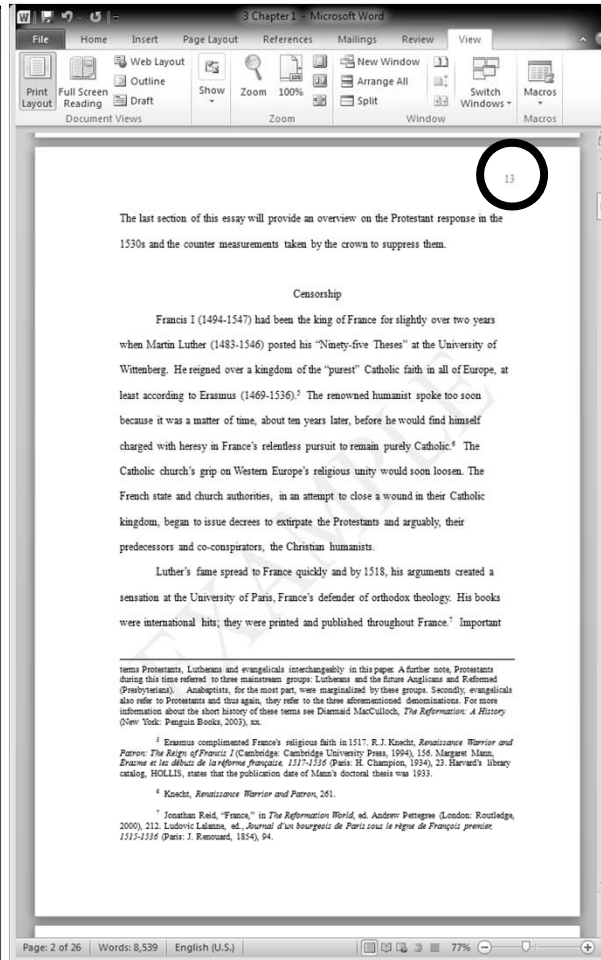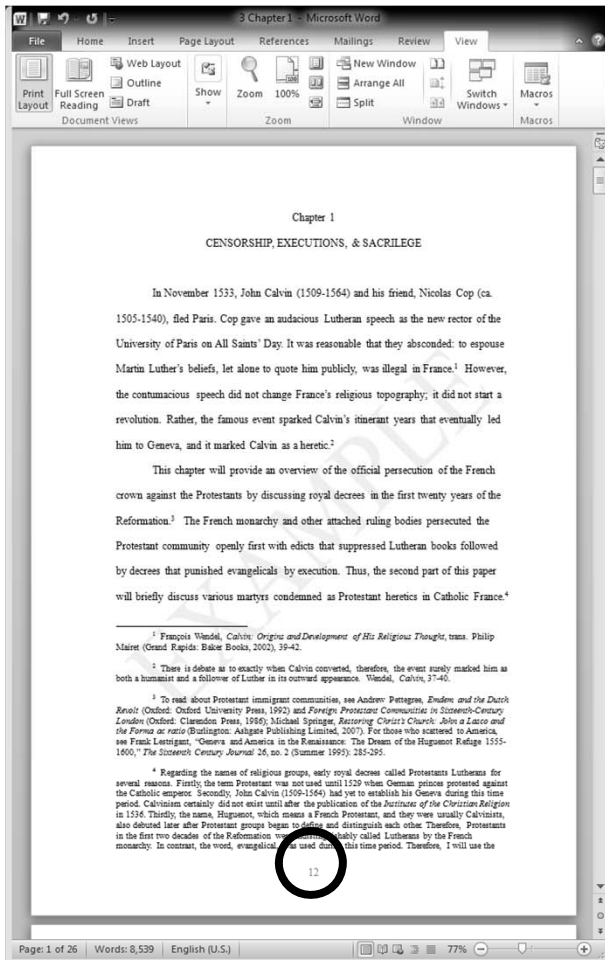
ALIGNMENT

What is it?

MS Word Alignment

Align Text LEFT – Do Not Justify!

Press This Button!
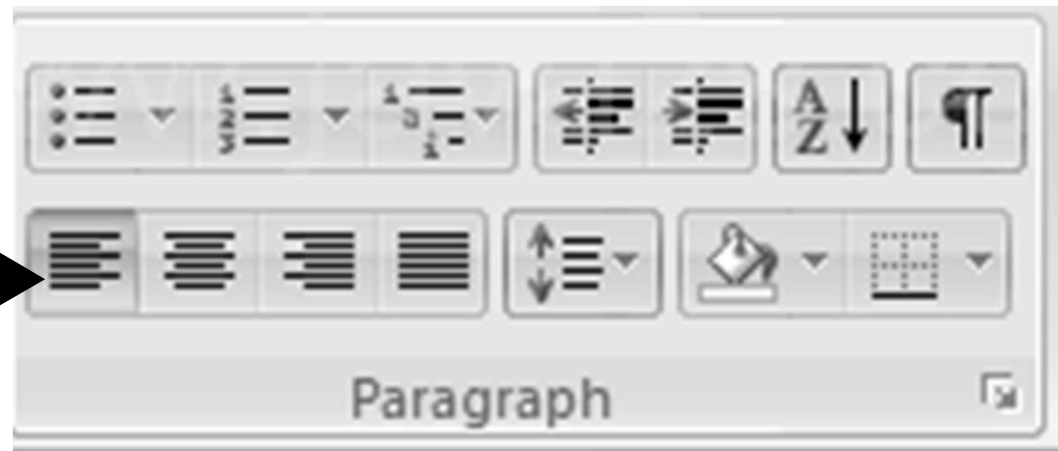
Alignment comparison

GOOD – align LEFT – GOOD
Uneven right side is good.

BAD – align JUSTIFY – BAD
Straight right side is bad.

Right side is jagged. Good.

Right side is straight. Bad.
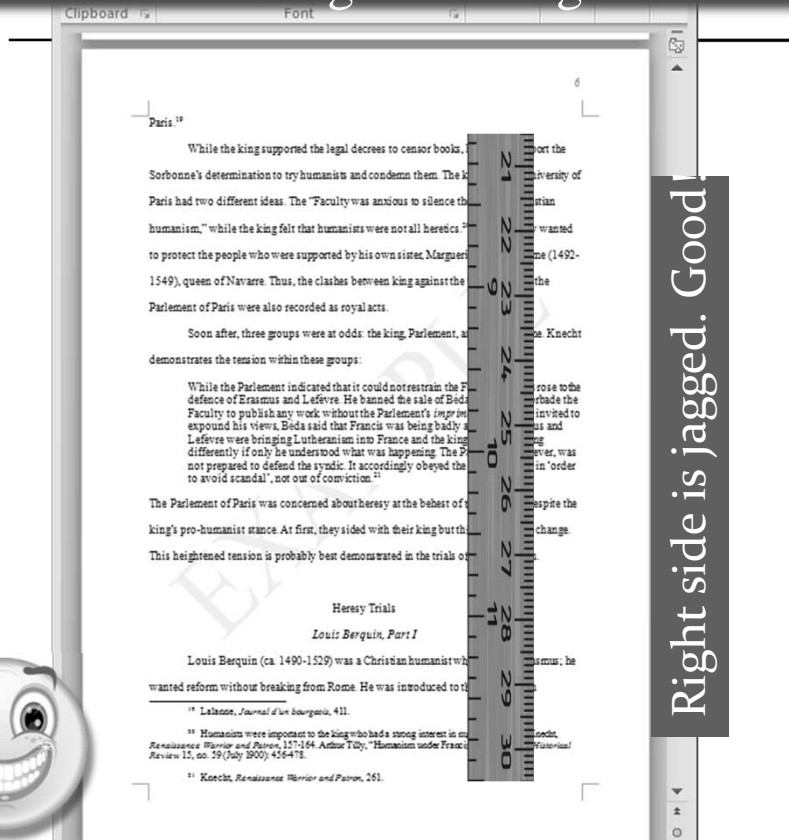
This is better because the words are close together and easier to read.
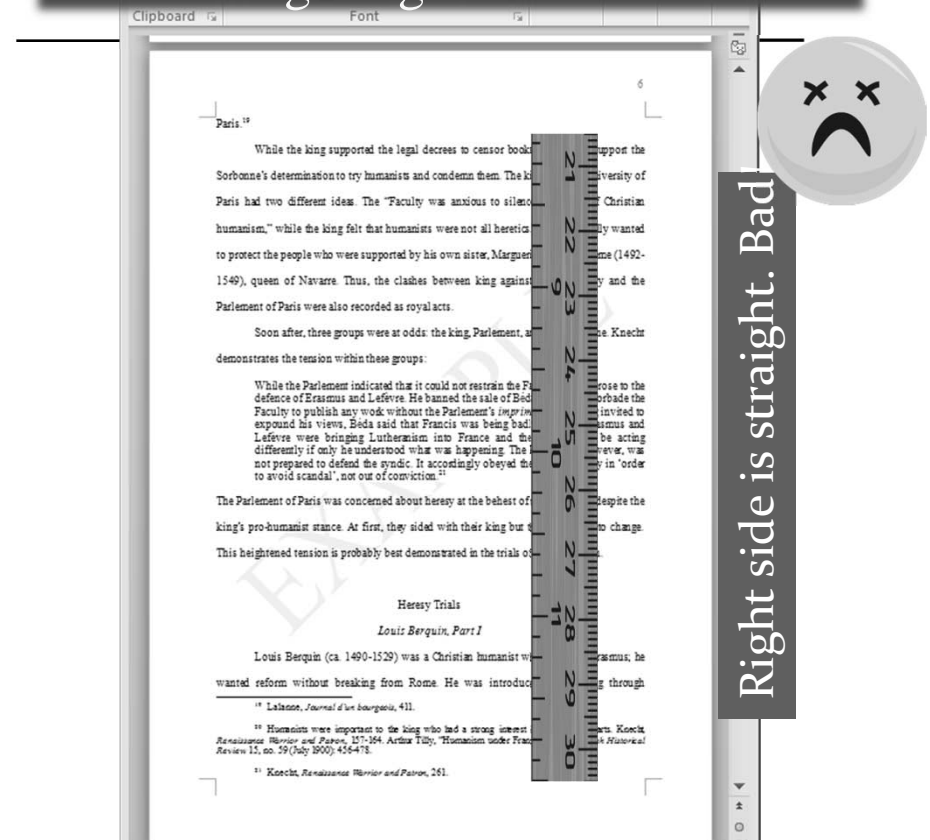
This is harder to read because of the chunky spaces between words.

Alignment

- But books justify!
- Yes AND they're usually
  - single spaced
  - page numbers at corners
  - different font
  - different footnote format
  - with chapters and an index
  - copyright information

- Your thesis can become a book.
- Each publisher has their own styles.
- Until then, follow TTGU standards.

Quotations

3 Ways to Copy *LEGALLY*

Types

- Run-in Quotation
  - Part of the sentence (and paragraph)
  - Uses double quotation marks + footnote

- Paraphrase
  - Part of the paragraph
  - Footnote only

- Block Quotation – see next slide

Examples

- Boaz said, "The Lord be with you" so the workers responded in kind.[21]

- Boaz greeted people with God's blessing.[21]

Block Quotation
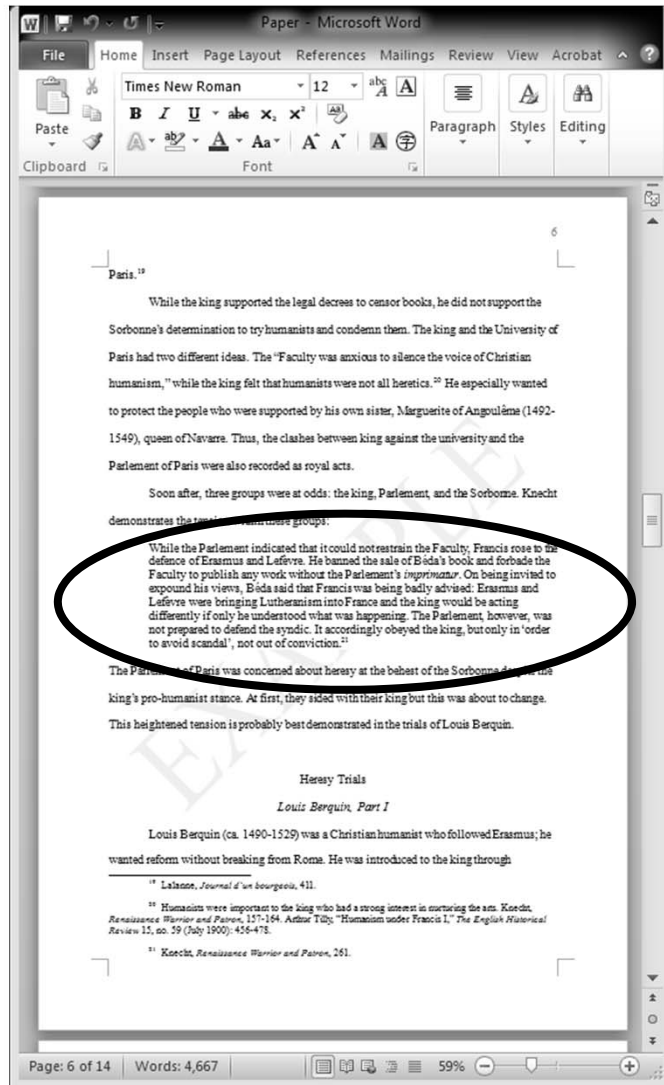
- Quoting Five or More Lines? Block!
- Line Space: Single
- Indent
  - whole block
  - line up with paragraph indentions
- Align Left
- Line Space Above and Below the Block
- Font and Size: Same as Main Body

Block Quotation – close up

Line Up with Paragraph Indention

- Font Size: 12
- Singe Line Space
- Alignment: Left
- Left Side: Indented

It can help if you summarize your long quotation after you block it!

Block Quotation Comparison

QUOTATION TOO LONG FOR PARAGRAPH!

NO!

Types of Foreign Sources by Language

- Roman Letters (ABCDEF....)
  - English
  - French
  - German
  - Latin....
- Non-Roman Letters
  - Russian
  - Korean
  - Chinese
  - Japanese
  - Greek...

- General Rule: Translate quotations into English
- If translations are yours add [translation mine] or something similar to let readers know that you translated the work

FOOTNOTES

General Formatting

- Bottom of Each Page (No Endnotes)
- Font: Times New Roman
- Size (MS Word Equivalent): 10
- Superscript Footnote Number – usually automatic in MS Word
- Do not superscript notes (only footnote number)
- Indent first line of every note.
- Do not indent second lines and following.

Footnotes: Partial Book Entries

(you do not repeat entries in the bibliography)

- Use a shortened version of a reference if you are using a book repeatedly.
- Short version: Last Name, *Main Title*, page(s).
  - Do not include the subtitle.
  - If the main title is very long, you can shorten it as long as the repetitions are consistent.
- Do not use "Ibid." It is old-fashioned. See Turabian 16.4.
- Do not use the underscore for repeated last names. Underscores are used only in the bibliography.

[15] Kim, *Rice*, 49.

[16] Kim, *Rice*, 49.

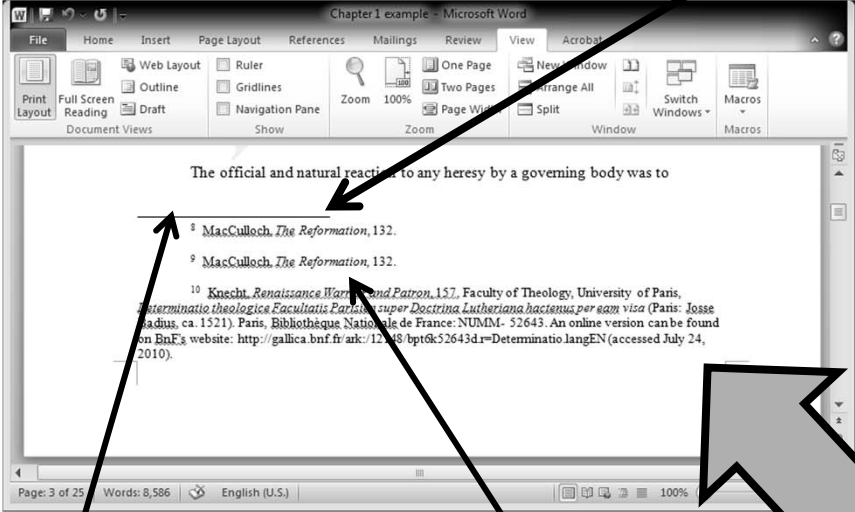[17] Kim, *Kimchee*, 98-99.

Footnotes: Full Book Entries

Write full entries of books once in the footnotes when you cite them for the first time.

----

[2] Lauren J. Kim, *Kimchee: A Gastronomic History* (Fake City: Pretend Books, 2011), 102.

[3] Lauren J. Kim, *Rice: A Sticky History* (Mocktown: University of Invention Press, 2007), 78.
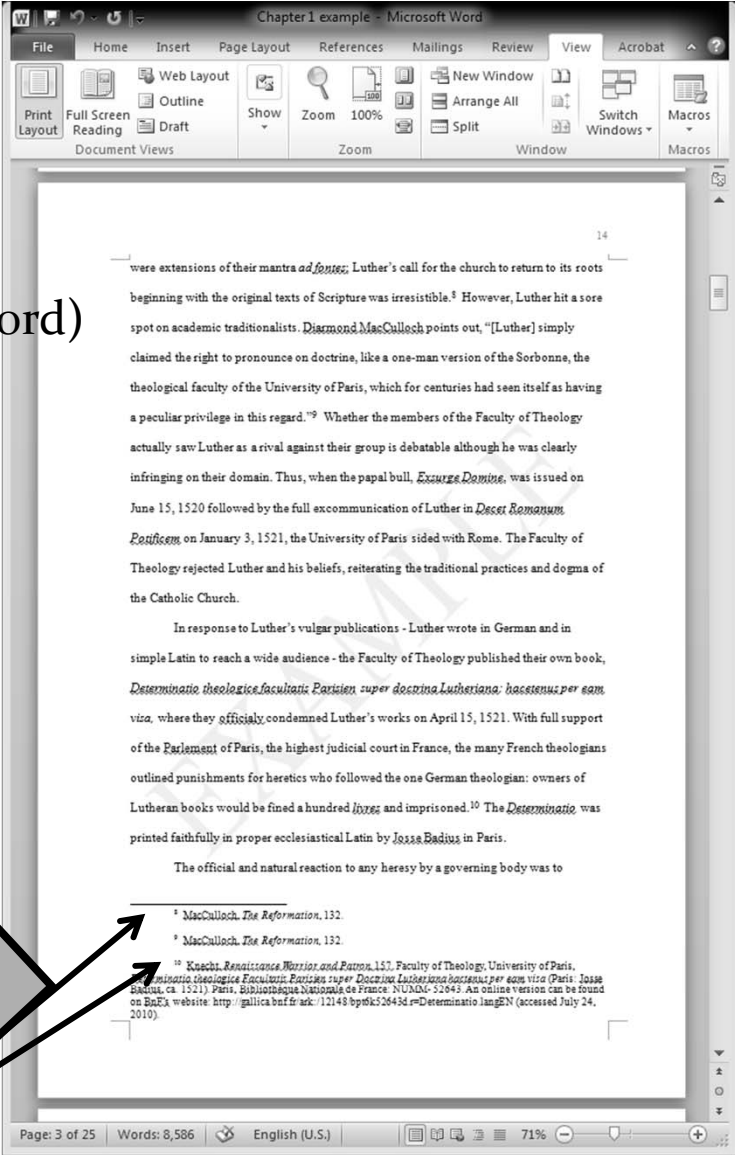
FOOTNOTES

Partial line
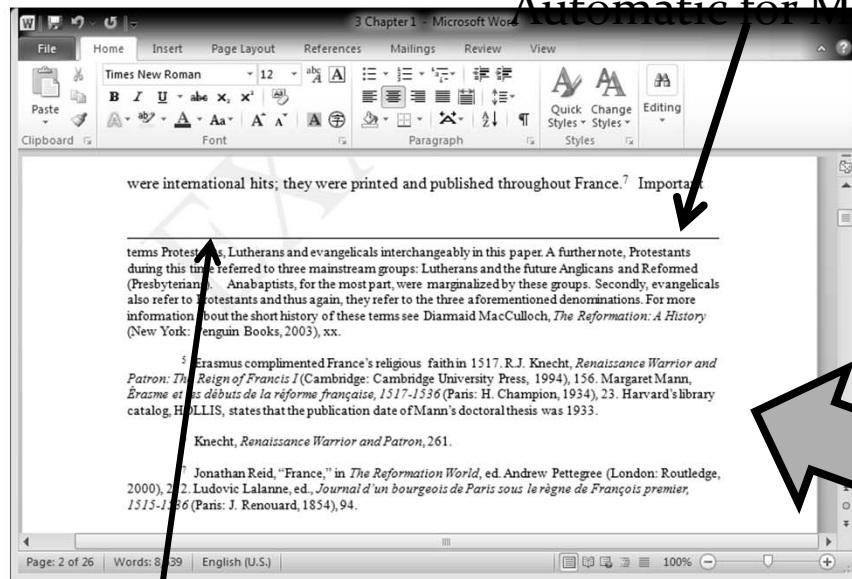for new note.
Automatic for MS Word)

Double space
between notes

No line space
between line and note.
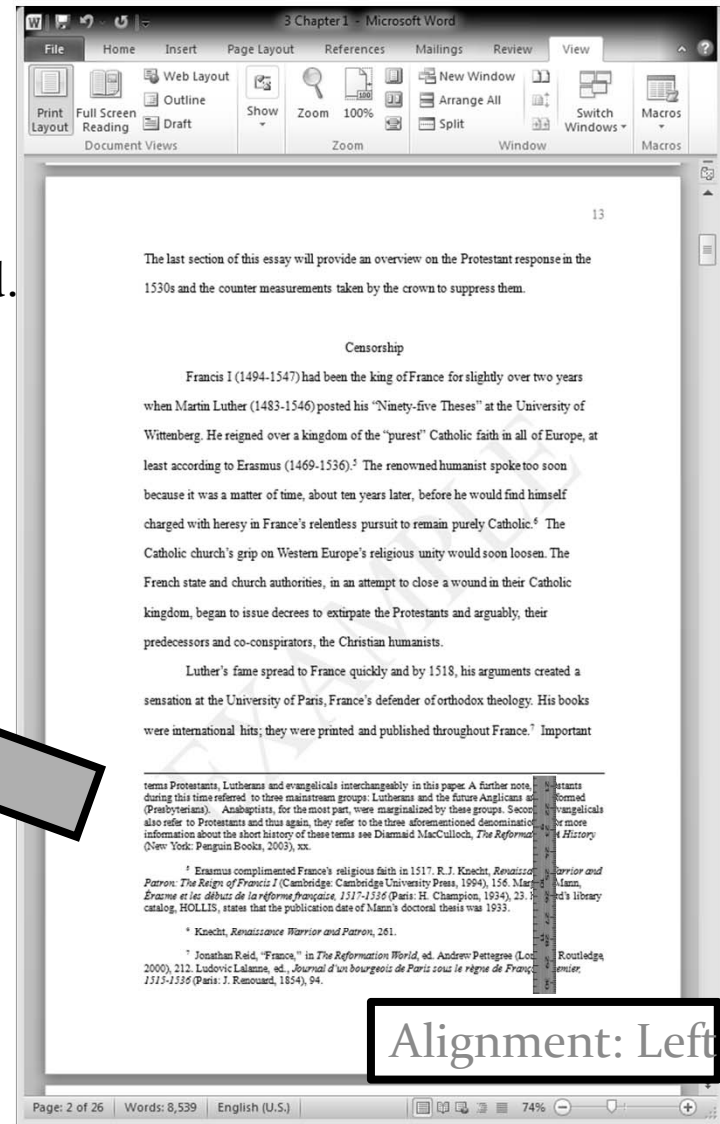
Indent first line
of every note.

FOOTNOTES

Full line
for continuing note.
Automatic for MS Word.

No line space
between line and note.

Alignment: Left

Shorten Long Main Titles

- If the main title is longer than four words, shorten it to four or fewer words.
  - Original:
    - [2] Robert M. Kingdon, *Adultery and Divorce in Calvin's Geneva* (Cambridge: Harvard University Press, 1995), 143-165.
  - Repeat:
    - [3] Kingdon, *Adultery and Divorce*, 205.

- You can create your own shortened title to avoid confusion.

Not so Obvious Shortened Titles

- Use "henceforth" or "hereafter" to let readers know your alternative titles.
    - [5] G. Baum, E. Cunitz, and E Reuss, eds., *Ioannis Calvini Opera Quae Supersunt Omnia* (Brunsvigae: C.A. Schwetsckhke, 1863-1900); hereafter, OC.
    - [12] Through Calvin and the Company of Pastors, the Italian community asked to be allowed to establish a church, OC 21: 493, 26 November 1551 (from Registers of the Council). For the English church, OC 21: 608, 10 June 1555 and OC 21: 617, 24 October 1555. For the Spanish, see OC 21:706, 10 October 1558.

Not so Obvious Shortened Titles

- A single author has two different books with the same main title: *John Calvin*. Use the subtitle to differentiate the books.

  [8] E. A. McKee, trans. and ed., *John Calvin: Writings on Pastoral Piety* (Mahweh: Paulist Press, 2001), 139-140. Hereafter, *Writings on Pastoral Piety*.

  [9] E. A. McKee, trans. and ed., *John Calvin. Institutes of the Christian Religion: 1541 French Edition* (Grand Rapids: Eerdmans, 2009), 694. Hereafter, *1541 French Edition*.

  [10] McKee, *Writings on Pastoral Piety*, 205.

  [11] McKee, *1541 French Edition*, 151.

Roman Letters:
Quote from a Foreign Source

- Translate quote into English in your paper with a footnote at the end of the translation.
- You don't have to translate the reference into English (unless you want to).
- Example:
  - French President Nicolas Sarkozy said that we will not go to war.[3]
  - The French president said, "We will not go to war" [translation mine].[3]

  _____

  [3] Jacques Bleu, "Nouvelles présidentielles," *Le Monde*, June 5, 2011, 8.

  OR

  [3] Jacques Bleu, "Nouvelles présidentielles" [Presidential news], *Le Monde*, June 5, 2011, 8.

Non-Roman Letters:
Quote from a Foreign Source

- Translate quote into English in your paper with a footnote at the end of the translation.
- Translate the reference into English.
- Add the original for further reference (TTGU policy).
- Example:
  - The South Korean president said that we will not go to war.[23]
  - President Kim Dae-jung said, "We will not go to war" [translation mine].[23]

  _____

  [23] Kim Ji-Soo, "Presidential news" [translation mine], *The Korea Times*, June 5, 2011, 8. For the original, see 김지수, "대통령 뉴스" 한국일보, 2011년10월7일, 8.

Quoting from Foreign Works

- The goal of citation is to let your readers know the original source.
- Be as helpful as you can so that they will be able to find the original reasonably well especially if they too can read the same language.
- See Turabian for further information.
  - Names: 17.1.1
  - Titles: 17.1.2

Bible Books

USE SBL

Bible Books

- In your main body, spell out the name of the book.
- In parenthesis, use the shorthand SBL expressions on 8.3.1 and 8.3.2
  - Matthew – Matt
  - Mark – Mark
  - James – Jas
  - 1 Thessalonians – 1 Thess
  - Job – Job
  - Ecclesiastes – Eccl
  - 2 Kings – 2 Kgs

How do I let my reader know which Bible version I am using?

- State It in Your Introduction: This paper will quote from the English Standard Version (ESV).

- State It in Your Footnote: [1] Bible verses will come from the English Standard Version (ESV).

- Put It in Parenthesis – See Next Slide

Parenthesis

- If you put it in your first parenthesis, it will be implied that you are quoting from the same version for the rest of your work:
    - (Mal. 5:12, RSV)
    - John 11:35 says, "Jesus wept" (NIV).
- If you are quoting from different versions, state the version in parenthesis each time.
    - Jesus wept (John 11:35, NIV).
    - Jesus wept (John 11:35, NASB).
    - John 11:35 states that "Jesus wept" (KJV).

printing

Printing

- Paper Format = Printing Format? NO!
- You Must Set Printer Too!
- Check Settings
  - Paper Size: A4
  - Margins:
    - Left: 3.25
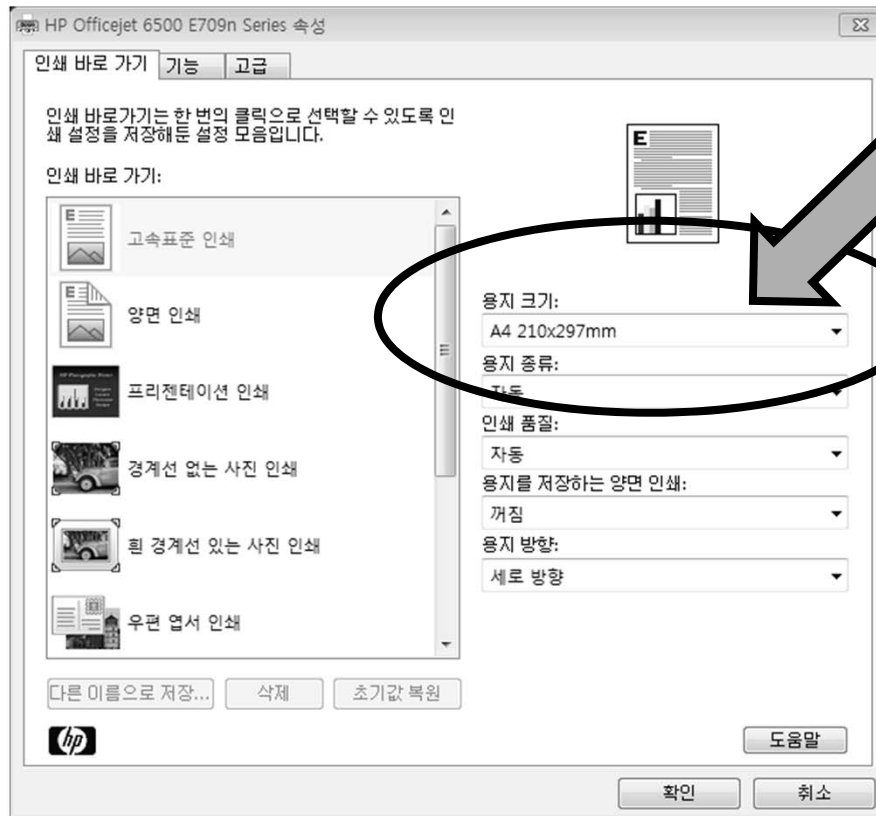   - Top, Right, Bottom: 2.5

Click This!
Printer Properties
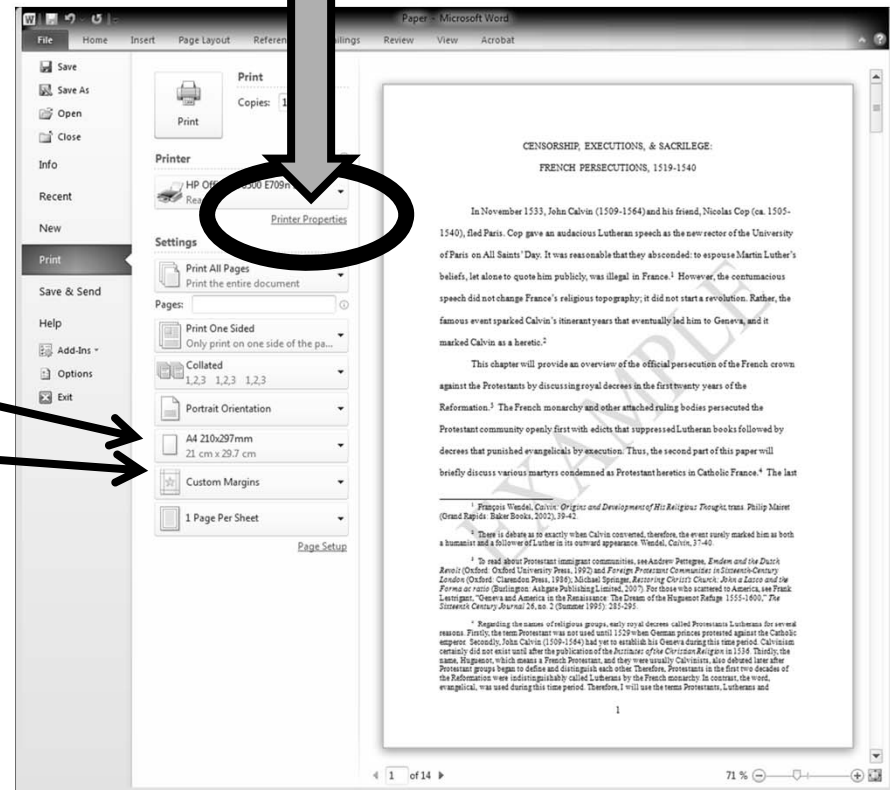
printer properties

IMPORTANT!
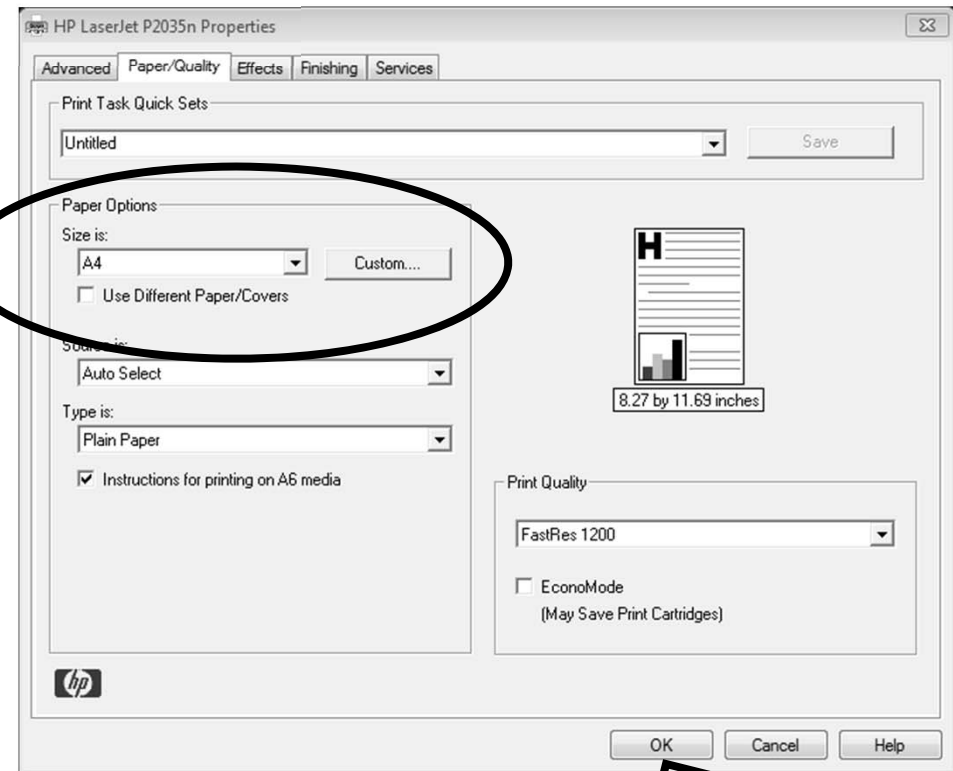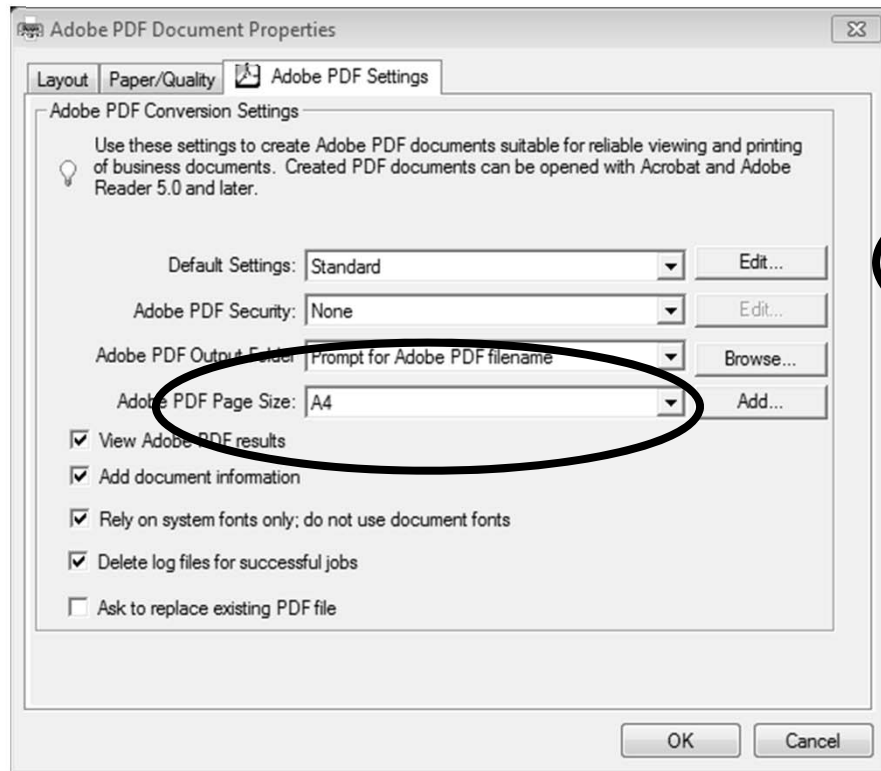
Set Printer Properties

Paper Size: A4

More Printer Examples

IMPORTANT!

Set Printer Properties

Paper Size: A4

Press OK