

[NAME OF INSTITUTION]

TITLE OF PAPER

SUBMITTED TO [NAME OF PROFESSOR]
IN PARTIAL FULFILMENT OF
[COURSE NUMBER AND TITLE]

BY
[YOUR NAME]
[MONTH, DAY, YEAR]

CONTENTS

LIST OF ABBREVIATIONS	ii
PRIMARY HEADING LONG TITLES ARE SINGLE-SPACED ON SUSEQUENT LINES	1
First-Level Subheading	1
Second-Level Subheading	1
APPENDIX 1: APPENDIX TITLE	3
BIBLIOGRAPHY	4

LIST OF ABBREVIATIONS

AB Anchor Bible

JBL *Journal of Biblical Literature*

NIDNTT *New International Dictionary of New Testament Theology*. Edited by Colin Brown.
4 vols. Grand Rapids: Zondervan, 1975–1985

PRIMARY HEADING
LONG TITLES ARE SINGLE-SPACED ON SUBSEQUENT LINES

The top margin is two inches for the first page only. There are two blank lines between the title and the text (or subheading if there is one). The left, right, top, and bottom margins are one inch. The first pages of chapters are formatted like the primary heading.

Indent the first line of subsequent paragraphs. All main text should be set in a standard 12-point font such as Times-New-Roman.

First-Level Subheading

Keep two blank lines between the text of the preceding section and a subheading, regardless of the level. A first level subheading is centered, bold, and capitalized headline style.

Second-Level Subheading

There are two blank lines between the text of the preceding section and the subheading. A second-level subheading is centered and capitalized headline style.

Third-Level Subheading

A third level subheading is on the left margin, in bold, italics, and capitalized headline style. A heading should never be the last text on a page. If necessary, add extra blank space at the end of the page and begin the following page with a heading.

Fourth-Level Subheading

A fourth-level subheading is on the left margin, capitalized headline style.

The page numbers for the noninitial pages of the paper (or chapter) are located at the top right corner. The text of the body of the paper is double-spaced except for blocked quotations.

This is a blocked quotation. It should consist of five or more lines of text and be indented one-half inch. Block quotations should be single-spaced. No quotation marks are used at the beginning or the end of the quote. Double quotation marks within the original matter are retained. The blocked quote is set off by a regular double space before and after the quote. Note that regular spacing resumes after the end of the quotation.¹

After a block quotation, return to double-spaced text justified to the left margin until you finish the paragraph.

Footnotes at the bottom of the page are separated by a two-inch rule.² Maintain subsequent numbering in notes. Make sure a footnote and the text to which it refers are on the same page. When a word processor such as Microsoft Word does not accomplish this automatically, adjust the line spacing to “exactly” on the “paragraph” window.

1. The first line of a footnote is indented one-half inch. A 10-point font is acceptable. Footnotes, unlike the main text of the paper, should be single-spaced.

2. There should be a blank line between each note and a blank en space between the number and the first word of the note.

APPENDIX 1: APPENDIX TITLE

There should be two blank lines between the title and the text.

Each appendix should have a number and a title, unless there is only one appendix, in which case the appendix does not need a number. Every appendix requires a heading, so if you are including a preexisting document you will need to type a heading (i.e., the appendix number and title) on that document so that it conforms to your numbered appendixes.

An appendix is formatted like the first page of a chapter, using a two-inch top margin. Locate page numbers at the bottom center of the first page of each appendix and at the top right corner of subsequent pages. If the appendix is already numbered, put those page numbers in square brackets. Page numbering for the appendixes is consecutive with the rest of the paper.

Margins for the appendixes should be the same as the rest of the paper. You may need to reduce the content of the appendix to fit the margins.

BIBLIOGRAPHY

Brown, Colin, ed. *New International Dictionary of New Testament Theology*. 4 vols. Grand Rapids: Zondervan, 1975–1985.

Dahood, Mitchell. *Psalms*. 3 vols. AB 16–17A. Garden City, NY: Doubleday, 1965–1970.

Freedman, David Noel. “Pottery, Poetry, and Prophecy: An Essay on Biblical Poetry.” *JBL* 96 (1977): 5–26.

———. “Pottery, Poetry, and Prophecy: An Essay on Biblical Poetry.” Pages 1–22 in *Pottery, Poetry, and Prophecy: Studies in Early Hebrew Poetry*. Winona Lake, IN: Eisenbrauns, 1980.