DOCTOR OF PHILOSOPHY IN MISSIOLOGY

DISSERTATION STYLE MANUAL

December 2016 Edition

School of Graduate Studies
Concordia Theological Seminary
Fort Wayne, Indiana

Doctor of Philosophy in Missiology
Dissertation Style Manual

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Acknowledgements

This edition of the *Doctor of Philosophy in Missiology Style Manual* implements changes adopted by the Graduate Studies Committee in 2009. It is the latest in an ongoing process of clarifying—and wherever possible, simplifying—the precise requirements for the mechanics of writing a dissertation in the Doctor of Philosophy in Missiology program at Concordia Theological Seminary.

Thank you to all the students, faculty, and staff who have contributed in any way to the past and present editions of this manual! Especially we wish to acknowledge Dr. Eugene Bunkowske, founding supervisor of the program, Dr. Detlev Schulz, present supervisor of the program, Cynthia Johnson and Joshua Pagan, who updated the 2009 edition, and Kurt Klingbeil who is responsible for the 2016 updated edition of this manual.

Purpose of this Dissertation Style Manual

This manual has been prepared toward the fulfillment of the following purposes:

1) To give students admitted into the Doctor of Philosophy in Missiology program a useful reference supplementing the catalog of Concordia Theological Seminary with more specific information on the proper style and formatting for the Dissertation;

2) To assist the Ph.D. in Missiology faculty and staff in more effective guidance and student evaluation within the Ph.D. program; and

3) To supply the administration, faculty and students involved in the Ph.D. program with helpful evaluative and assessment instruments.

In keeping with the objectives of the Doctor of Philosophy in Missiology program to nurture within her students the highest integrity in missiological theory and practice, this manual is put forward to aid student organization and presentation of missiological research. As the *Publication Manual of the American Psychological Association* has succinctly stated, the aim of a dissertation is: one, to avoid repeating work done before; two, to build on existing work; and three, to contribute new research.[1] By standardizing the style and arrangement of written manuscripts, diverse expectations are effectively managed while the widest distribution of research is actively advanced.

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[1] *Publication Manual of the American Psychological Association*, 4th ed. (Washington, D.C.: American Psychological Association, 1994), 1.

It is the continuing hope of this doctoral program, as a leader in missiological research, to eliminate the repetitious mechanics demanded by unstandardized writing formats and yet permit individual creativity within written documents. The format for a dissertation presented here eliminates "reinventing the wheel" while aiding new contributions built upon previous achievements in the field of missiology.

Please keep in mind that this format is not only the standard for the Doctor of Philosophy in Missiology dissertation but also the standard for all student papers and projects in this program.

Why a New Style Manual?

Previous editions of this manual have drawn specifications from several different authorities. At times, these authorities contradicted one another, resulting in confusion for both students and their advisors. Experience has shown that students would be best served by a primary authoritative source.

A survey of standards among similar interdisciplinary theological programs and their affiliated journals revealed a striking variety of styles. Some favored the parenthetical reference system of documentation, while others favored the footnote system of documentation. To be sure, these differences mirror the preferred methods in secular social science research and academic theology, respectively. Missiology, though profoundly theological, aims also to make use of relevant social science research. Thus, those seeking a standard for missiological dissertations find themselves in a quandary. Recourse was found, then, in appealing to the three questions that were asked in previous editions of this manual: 1) "How will this serve the student's writing?"; 2) "How will this serve the readers?"; and 3) "How will this meaningfully contribute to future international missiological research?" Reflection upon these three questions resulted in much lively discussion among the Ph.D. faculty and students. Out of those reflections and discussions, four important changes were adopted.

The first important change is the adoption of the eighth edition of Turabian's *A Manual for Writers* as the primary authority for all matters related to writing in the Doctor of Missiology program here at Concordia Theological Seminary.[1] While Turabian provides sufficient guidance for most stylistic matters, *The Chicago Manual of Style* provides exhaustive guidance on almost all matters of style.[2] Therefore, the sixteenth edition of *Chicago* is adopted as the secondary authority for all matters of style not fully addressed in Turabian.[3]

The second important change is the adoption of the proportionally-spaced Times New Roman as the standard font.[4] There are a number of reasons for such a change. First, though mono-spaced fonts are still standard in many academic programs, fonts such as Courier are no longer used in academic journals or publishing. Secondly, side-by-side comparisons of Courier and Times New Roman revealed that Courier was vastly inferior to Times New Roman in terms of readability. Third, Turabian favors the use of a widely available font, such as Times New Roman (Turabian A.1.2). Thus, while certain tasks of dissertation writing are undoubtedly easier to perform using a mono-spaced font (notably,

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[1] Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations,* 8th ed., and others Bennet (Chicago: University of Chicago Press, 2013). Hereafter referred to as Turabian, and citations of specific sections as Turabian 8.23.

[2] *Chicago Manual of Style, The*, 16th ed. (Chicago: University of Chicago Press, 2010). Hereafter referred to as *Chicago,* and citations of specific sections as *Chicago* 17.16.

[3] The preface to Turabian describes the historical parallel development and revision of both Turabian and *Chicago*.

[4] The standard typographic term for this font is Times Roman. The specific term used by the Microsoft Windows operating system (and thus used in this manual) is Times New Roman.

the creation of simple charts or tables), the recommendation from Turabian, the standard use in journals, and the decidedly superior readability of Times New Roman over Courier provided compelling reasons to adopt Times New Roman as the standard font.

The third important change is in the system of documentation. Whereas previous editions of this manual specified the use of the parenthetical reference-reference list system of documentation, this edition of the manual prefers the footnote-bibliography system of documentation.[5] Here again, superior readability was the determining factor. Footnotes, because they contain complete bibliographic information in the first full reference, may be more helpful for readers than parenthetical references (which can detract from the flow of the text). Most importantly, parenthetical references require the reader to search for documentation. The reader of an on-line or microfilm version of a document searching for a complete bibliographic citation must often abandon his place in the text, go to the end of the document, and then reacquire his place in the text. In the past, the Internet was really not an issue, and therefore was not addressed in previous editions of this manual. However, the Internet and other electronic media must now be addressed, as considerable scholarly research is now done via electronic media. Consequently, when considering our desire to meaningfully contribute to future international missiological research, we cannot escape the conclusion that on-line access

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[5] While the footnote system of documentation is preferred, if, due to the topic or exigencies of the dissertation, the student and her advisor agree that the parenthetical reference (author-date) system of documentation is appropriate, this can be permitted. Utmost attention to consistency throughout the entire dissertation is essential.

to missiological research could greatly assist the church's missionary endeavors. If the change to the footnote system of documentation is truly advantageous in this regard (while being consistent with other objectives), then it is a change worth making.

The fourth major change in this edition of the style manual is the move from a hierarchical system of numerical headings to Turabian's typographical system of headings. Such headings are clear and comprehensible to both the writer and the reader. The hierarchical system of numerical headings contributed little to the accessibility of our dissertations and was, in fact, cumbersome for both the writer and the reader. Furthermore, the ease of creating substantial indexes with most word processing programs may now negate any appeal the numerical headings may have once provided in a table of contents.

These are the major changes in this style manual and the reasons for each change. In the end, we see it a great advantage simply to refer the student and her advisor to an objective reference for matters of style. To be sure, this change will require some adjustment by students currently in the program. Some may even feel that the specifications of an older edition of this manual may appear more attractive. On the whole, we believe the student and her advisor will find that the move to Turabian simplifies the question of authority and greatly enhances the readability of her dissertation.

The Dissertation on Electronic File

Technology today provides the student with significant resources for completing his dissertation using a computer rather than manually with a typewriter.

Word Processing

This manual assumes that the student is competent in the use of word processing software. Increasingly high standards of dissertation writing require the student to involve herself more deeply in crafting an acceptable monograph through use of a word processor. Although learning curves can be initially quite steep, the benefits of competency in the use of word processing software are enormous. Though terminology varies between operating systems and software companies, the manual accompanying any word processor should do much to clarify the terminology used by that particular word processor. Trial-and-error writing for class work, combined with consultation of the appropriate manual and/or online documentation (such as the "help" functions in Microsoft Word) will enable the student to develop the competency needed for dissertation writing.

Concordia Theological Seminary has purchased a license for the use of Microsoft Word 2016 on seminary-owned computers, making Microsoft Word 2016 the *de facto* standard word processor on campus. However, the student must remember that the final

product of all writing in this program must comply with the specifications of this manual, not the default settings of the particular word processor used.

The student, her advisor and readers may find it advantageous to exchange electronic drafts of papers or dissertation chapters. As this may be done even across continents and oceans, concern for transferability is essential. This may determine, for example, whether a student saves her files in the most recent Microsoft Word format, whether she uses a more universal format such as "Rich Text Format," or PDF. The student should be aware that saving files in a more universal format could result in the loss of some special features of Microsoft Word, including the styles provided in the Microsoft Word document template accompanying this manual.[1] These factors should also be considered when deciding how to save the dissertation electronically.[2]

Finally, timeless advice to everyone who uses word processing programs: *make regular backups of research documents and keep duplicate electronic copies in different locations!* The interval of time between saving and backing up should reflect the maximum amount of work one is willing to lose if the dissertation file is somehow corrupted, damaged, or lost. The CTS "student share" drive on the campus network server is backed up nightly. This provides *one* place where a student may save a copy of his work. The student should also make frequent electronic backups in different locations for safety.

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[1] See Turabian A.3, which uses the term "formatted paper." This is synonymous with a Microsoft Word document template, such as the one accompanying this manual.

The CTS Document Template

This manual includes a "document template" for use with Microsoft Word 2016 (or later). Use of this template will save the writer countless hours and should eliminate innumerable stylistic inconsistencies. The template is available on the CTS "student share" drive on the campus network server. Use of this template will be demonstrated for all incoming students. The "mutual consolation of the brethren" is always helpful in learning the arcane matters of a particular word processor.

The student should note, however, that no style template could possibly anticipate and provide for every possible matter of style for every dissertation. As this manual assumes student competency in word processing, the individual student is ultimately responsible to familiarize himself with the references for use in all writing in this program. They are (in order of decreasing authority): this edition of the *Doctor of Philosophy in Missiology Dissertation Style Manual*; Turabian; *Chicago*; and the manual for the particular word processing software used.

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[2] See Turabian A.3.

Formatting the Dissertation

Formatting the dissertation follows Turabian, in particular A.1, "General Format Requirements," and A.2, "Format Requirements for Specific Elements," with the exceptions detailed below.

Margins

While Turabian lists the general standard of one-inch margins, the specific requirements for the proper duplicating, microfilming, and binding of all CTS Doctor of Philosophy in Missiology dissertations compel exact adherence to the following specifications for margins:

Left/inside: 1.25 inches

Top/head: 1.0 inch

Right/outside: 1.25 inches

Bottom/tail: 1.5 inches

All text, including page numbers, footnotes, headings, subheadings, figures, illustrations, and tables must remain within these margins.

Vertical Spacing

See Turabian A.1.3 for general requirements. It is important to note that the default spacing settings for Microsoft Word 2016 (and later) are suited to business writing, not

academic writing. The document template accompanying this manual provides for the correct vertical spacing.

Indentation and Tabs

Turabian A.1.3 emphasizes consistency for indentations. A consistent indentation of *0.25 in.* for all paragraphs, block quotations, and footnotes (Turabian 16.1.7, 16.3.4, 18.1.7, 25.2.2, A.1.3) in the body of the dissertation is recommended. Tabs used in tables should follow recommendations in Turabian chapter twenty-six, "Tables and Figures." Turabian A.2.1.6 suggests a consistent flush left for part and chapter titles with page numbers flush right in the Table of Contents.

Justification and Pagination

All body text, including block quotations, must be left justified. Right justification and hyphenation are not permitted. See Turabian A.1.4 for general rules of pagination, for specifics on pagination for the front and back matter, and for placement of page numbers. Remember that all page numbers must remain within the margins specified above and must be centered.

Notations

The footnote system of documentation is preferred. The footnote reference number is formatted as a superscript with an intervening space before the text of each note. See Turabian 16.3. For specifications on the citation of electronic sources see Turabian 15.4. If further specifications are needed see *Chicago* chapter fourteen and fifteen,

Documentation I and II, for extensive and detailed specifications for the proper citation of electronic sources.

<div align="center">Fonts, Font Size, and Font Styles</div>

General examples of most major font issues, including notes, tables, and bibliography, are found in Turabian A1 and A2, "Paper Format and Submission." Other details on these matters are found throughout Turabian (consult Turabian's index for each of these). Items specific to CTS are addressed below.

The standard font size for all parts of the dissertation text, except footnote, is 12 point Times New Roman. The standard 10 point is required for all footnote texts and footnote numbers throughout the dissertation.

The introduction of the Unicode system of fonts provides for the encoding of both Latin and non-Latin characters in a single font (rather than necessitating the use of multiple fonts).[1] Therefore, depending on the specific configuration of the computer used, many non-Roman characters needed are already available within the Unicode version of the Times New Roman font.

As noted earlier, the configuration of different computers that may be used in the dissertation may require that special attention be given to the entry, editing, proper display and printing of all non-Roman characters. Some non-Roman characters may need to be larger than 12 point. The student's advisor, in consultation with the Supervisor and

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[1] Support for Unicode characters is limited in Microsoft Word 97.

the staff of Walther Library, will provide necessary guidance in the proper selection and use of non-Roman fonts.

The use of "bold" characters is permitted only in chapter titles and the first and third subheadings, as specified below. Emphasis should be indicated through the use of italics. *Underlining is not permitted.*

The Dissertation Text

The body of the dissertation must be a clear communication from the author to the reader. The following elements of the body of the dissertation facilitate this clear communication.

Parts

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

Part One: Introduction, Missiological Problem and Rationale;

Part Two: Biblical and Confessional Issues, Contributing Literature;

Part Three: Research Approach, Design, and Procedures;

Part Four: Research Findings and Analysis; and

Part Five: Research Summary, Conclusions, Implications, and Recommendations.

The order and inclusion of material in the dissertation must follow this structure.

See Turabian A.2 for important specifications for the appearance of title pages for each part of the dissertation.

The student is encouraged to follow a "point-based" outline for part and chapter titles and subheadings.[1] See Turabian chapter six.

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[1] Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*, 3rd ed. *(continued next page)*

Chapter Headings and Titles

See Turabian A.1.5 and A.2.2. The student will note that Turabian's levels of subheadings (see below) do not begin with chapters. They are considered separately. Thus, "Part," and "Chapter" are distinct from the five levels of subheadings. Headline-style capitalization is used for all titles. See Turabian A.1.5 and 22.3.

Five Levels of Subheadings

Turabian A.2.2.4 provides a framework for five levels of subheadings. The student is encouraged to use only the minimum number of subheadings needed to direct the reader through the major themes of the dissertation. The dissertation indices will provide detailed direction for the reader in locating other important topics.

The five levels of subheadings are illustrated in Figure 1. Note that Turabian A.2.2.4 provides details for "splitting" subheadings into multiple lines as needed.

Block Quotations

See Turabian 25.2.2.

Creating Tables and Illustrations

See Turabian chapters eight and twenty-six. Note that this manual requires "headline style" titles per Turabian 26.2.2. Follow Turabian 26.1 for the placement of the tables and illustrations in the text. However, circumstances may require the placement of tables and illustrations in appendices; thus the input of the student's advisor is recommended.

(Chicago: University of Chicago Press, 2008), 187–188.

Heading
Title

Level One Subheading

Level Two Subheading

Level Three Subheading

Level four subheading

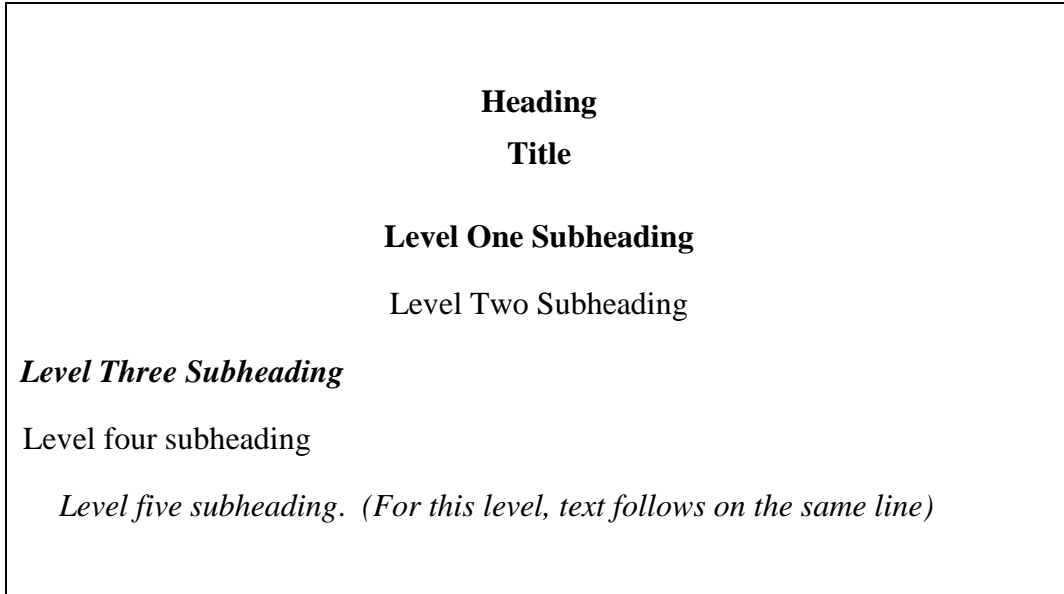   *Level five subheading. (For this level, text follows on the same line)*

Figure 1. Turabian's Levels of Subheadings A.2.2.4.

The student should note that the proper placement of tables and figures in Microsoft Word can be very difficult, so frequent practice with such techniques early in his/her writing is recommended.

Front and Back Matter

Additional important information appears on pages before and after the body of the dissertation. Some of the pages described below are specific to CTS dissertations, while others are standard for all academic writing.

Front Matter

The front matter appear as the first pages of the whole dissertation. See Turabian A.2.1. The order, including dissertation-specific preliminaries, is as follows:

1) Dissertation Approval Page;

2) Declaration of Authenticity Page;

3) Title Page;

4) Copyright Page;

5) Dedication;

6) Epigraph;

7) Contents;

8) Illustrations;

9) Tables;

10) Preface;

11) Acknowledgements;

12) Abbreviations;

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13) Chronology;

14) Glossary;

15) Editorial Method; and

16) Abstract.

Note that some of these pages are required, while others are optional. Specific notes for each page are provided below.

CTS-Specific Front Matter

The first two pages of the dissertation are specific to all Doctor of Philosophy in Missiology dissertations at Concordia Theological Seminary.

Dissertation approval page

The dissertation approval page is the first page of the final dissertation. Check with the Graduate Studies Office for specific procedures regarding approval of the text by the dissertation advisor and readers. This required approval sheet is not listed in the table of contents or numbered in the manuscript.

Declaration of authenticity page

The declaration of authenticity page provides the student's certification that the dissertation is his own work and that all sources have been properly cited. This required authenticity sheet is not listed in the table of contents or numbered in the manuscript. The required text for the authenticity statement appears in the document template accompanying this manual.

Standard Front Matter

The remaining pages of the front matter are standard for all academic writing.

Title page

The dissertation title page functions as the primary vehicle for the reader in confirming the most important information about the manuscript. It is counted as the first page of the front matter and comes directly after the approval and declaration pages. Note that a page number does not physically appear on the page, nor does the title page appear in the table of contents.

Bold type may appear on this page only on lines that appear in all capital letters. The number of blank lines between centered elements (5–1–5–2–1–3) should be consistent and follow the sample the Microsoft Word template accompanying this manual. The only variable should be the number of lines needed for the title subtitle, and previously awarded degrees.

Copyright page

See Turabian A.2.1.3. This page is optional.

Dedication and epigraph pages

See Turabian A.2.1.4-5. These pages are optional.

Table of contents

See Turabian A.2.1.6. Students are encouraged to use only the levels of subheadings needed to direct the reader to the relevant sections of the dissertation. Note that not more

than three levels of subheadings are permitted in the table of contents in CTS

dissertations.

Lists of illustrations and tables

See Turabian A.2.1.7. Note that these pages are included only if there are illustrations

and/or tables in the body of the dissertation.

Preface and acknowledgements

See Turabian, A.2.1.8-9. These pages are optional.

Abbreviations

See Turabian A.2.1.10. This page is optional.

Chronology

With some dissertation subjects, a chronology listing the major dates in the

preliminaries aids the reader through historical narratives that follow in the text. Please

note that era designations (B.C., A.D., etc.) should follow Turabian 23.3. This page is

optional.

Glossary

See Turabian A.2.1.11. This page is optional.

Editorial method

See Turabian A.2.1.12. This page is optional.

Abstract

See Turabian A.2.1.13. A concise abstract is of great help, both to the candidate and the reader of the dissertation. The abstract must be formatted to give quick information on what is to follow in the body of the text. Unclear abstracts discourage researchers from pursuing further study of the dissertation, resulting in possible loss of your contributions to the field of missiology.

Abstracts must not exceed 350 words (due to archiving restrictions).[1] Elements that must be included in the abstract are: statement of the problem; procedure or methodology; primary results; and conclusions. See Turabian A.2.1.13

Back Matter

The pages that follow the main body of the text are the back matter. See Turabian A.2.3. The order of these pages is as follows:

1) Appendices;

2) Bibliography;

3) Indices; and

4) Vita.

The student should refer carefully to Turabian A.2.3 and the corresponding sections of *Chicago* for more details on appendices, bibliography, and indices. The student should

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[1] Abstracts exceeding 350 words are often truncated in mid-sentence by ruthless archiving editors. Such truncated abstracts are of little value as the most significant findings and conclusions are often omitted.

work with his advisor to ensure that the indices are a valuable working tool for the

particular dissertation.[2]

    The last page of the back matter consists of the candidate's "vita." The vita should

closely follow the sample provided in the Microsoft Word document template

accompanying this manual. The name of the doctoral candidate must be in the same form

as that on the title page. Complete academic information provides data for use in future

reviews of the student's dissertation in book reviews, missiological journals, etc

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[2] See *Chicago* 16. The student should note that automating indexing is an advanced function of Microsoft Word. Therefore, students are encouraged to practice with this function over the course of their studies so that when the dissertation writing begins they may be able to produce a helpful index with relative ease. *Prototypes* for both manuscript and Scripture indices are provided in the Microsoft Word document template accompanying this manual.

Writing Mechanics

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

Capitalization

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 Christ (e.g., the Suffering Servant; the High Priest, etc.). Here as elsewhere responsible and consistent capitalization is required.

Please see also *Turabian 22.1*, "Names," and 22.2.1, "Foreign-Languages," for specific directions on capitalization and usage.

References to Sacred Writings

See Turabian 24.6.

Abbreviations

Abbreviations are to follow the criteria set forth in *Turabian* chapter twenty-four, "Abbreviations." Non-standard translations used by students should be noted on the abbreviations section in the front matter. Here as elsewhere consistency is of great importance. For other theologically-related abbreviations consult the *Anchor Bible*

Dictionary,[1] and for standard abbreviations of noncanonical writings see *Noncanonical Writings and New Testament Interpretation*.[2]

Abbreviations for all Reformation documents in the dissertation manuscript should be included in the abbreviations section in the front matter. Suggested abbreviations for citations of the Lutheran Confessions appear in the appendix. Note that the distinction between article, paragraph and line number within citations of the Lutheran Confessions may be made using commas, e.g. Ap 4, 1–2. Abbreviations for the common editions of the various writings of Martin Luther also appear in the appendix. Again, for all other abbreviations see Turabian and *Chicago* in that order.

The Lutheran Church—Missouri Synod

The full proper name of the denomination is "The Lutheran Church—Missouri Synod." Note that "The" is capitalized, and an em dash separates "Lutheran Church" and "Missouri Synod."

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

The abbreviation "LCMS" is used only as an adjective, and is always preceded by "the" in lower case (i.e. "the LCMS hymnal"). Note that no em dash is used in the abbreviation "LCMS."

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[1] David Noel Freedman, ed., *Anchor Bible Dictionary*, (New York: Doubleday, 1992).

[2] Craig A. Evans, *Noncanonical Writings and New Testament Interpretation* (Peabody, Massachusetts: Hendrickson, 1992).

The following illustrates the proper usage of these forms:

> The Lutheran Church—Missouri Synod has a rich liturgical heritage. The Synod has 6,142 congregations. Of these, eighty percent use *Lutheran Worship*, the 1982 edition of the LCMS hymnal. The older 1941 edition, *The Lutheran Hymnal*, is also used Synod wide.

Clarity, Rhetoric, and Inclusive Language

Most issues of clarity and rhetoric are addressed in Turabian and *Chicago*. For simple matters of English usage and clarity, Strunk and White's *Elements of Style* is indispensable.[3] The student's advisor might suggest additional resources that more closely address the student's particular field of research.

The agencies that accredit the CTS Doctor of Philosophy in Missiology program require attention to "inclusive language." As such, the student-writer should make occasional use of the feminine gender without using "he/she," "he or she," or other cumbersome forms, where such usage does not conflict with the Word of God. Questions arising from this issue should be addressed to the Supervisor.

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[3] William Strunk, Jr., and E. B. White, *Elements of Style*, 3d ed. (Needham Heights, Massachusetts: Allyn & Bacon, 1979).

The Dissertation on Paper and Electronic File

The student is advised to carefully read and follow Turabian A.3, "File Preparation and Submission Requirements," for matters related to final preparation of the dissertation manuscript, including paper stock and duplicating. The student may consult the staff of Walther Library for a list of vendors providing the library with archival paper stock. Note however, that Walther Library does not provide or resell this paper to students.

The student submits five (5) additional sharp photocopies: one copy for the Ph. D. Supervisor; one copy for the candidate's advisor; one copy for each of his readers; and one copy for the Ph.D. in Missiology Study Room.

Upon completion and approval, the student submits an electronic file (PDF) of her dissertation to Walther Library for archival. With this electronic copy the student submits on paper her signature pages, including the necessary page for TREN[1]. Note that Adobe PDF is required with no compression, no password protection and no digital signature. See Turabian A.3.2 for specifics.

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[1] See Walther Library for this form.

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Quick Reference Guide

**All papers in the Ph.D. program must comply with the specifications of this manual. [1]

**A Microsoft Word document template is provided to *assist* in "eliminating innumerable stylistic inconsistencies."

Font:	Times New Roman (See page 10)
Titles:	Headline-style captitalization
Body Text:	12 point font
	Double spaced
	0.25 inch indent
Block Quotation:	0.25 inch indent (all text)
	Single spaced
Reference:	Footnote—bibliography style, 10 point font, footnote reference number is formatted as a superscript with an intervening space before the text of each note. (See page 9)
Margins:	Top—1.0 inch (See page 8)
	Bottom—1.5 inches
	Left/Right—1.25 inches
Page Numbers:	Centered either at the top or bottom (See page 9)
Title Page:	Blank lines between centered elements (5–1–5–2–1–3)

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[1] This is not an exhaustive reference. See this manual for other formatting questions.

Appendix: Abbreviations for The Lutheran Confessions and Luther's Works[1]

Ap	Apology of the Augsburg Confession
BC	Book of Concord
CA	*Confessio Augustana* (The Augsburg Confession)
Ep	Epitome of the Formula of Concord
FC	Formula of Concord
LC	Large Catechism
LW	*Luther's Works*, American ed. 55 vols. Philadelphia: Fortress; St. Louis: Concordia, 1955–1986.
PP	Treatise on the Power and Primacy of the Pope
SA	Smalcald Articles
SC	Small Catechism
SD	Solid Declaration of the Formula of Concord
Tr	Treatise on the Power and Primacy of the Pope
WA	Luther, Martin. *Luthers Werke: Kristische Gesamtausgabe*. 65 vols. Weimar: H. Böhlau, 1883–1993.

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[1] These abbreviations are those used in Robert Kolb and Timothy J. Wengert, eds., *The Book of Concord: The Confessions of the Evangelical Lutheran Church* (Minneapolis, MN: Fortress Press, 2000).

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Freedman, David Noel, ed. *Anchor Bible Dictionary*. New York: Doubleday, 1992.

Turabian, Kate L., Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers.* 8th edition. Chicago: University of Chicago Press, ed. 2013.

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