

## Purpose

This writing guide is provided to assist you in your effort to write a report for a classroom assignment, as well as a master's or doctoral thesis for the Missionary Baptist Seminary. The guide has been kept short as possible. Chapters are arranged in the form of questions which might arise as you are writing your report or thesis. This guide will answer the following questions:

1. What Does the First Page of a Classroom Report Look Like?
2. Who May Write a Thesis?
3. What Exactly is a Thesis?
4. What is Plagiarism?
5. How Many Words are in a Thesis?
6. How are Pages to be Numbered?
7. What About Chapter Titles and Headings?
8. What Style is to be Used?
9. What Form is to be Used?
10. What Are the Mechanics of Writing?
11. What Does the Final Form Look Like?
12. What About the Table of Contents?
13. What Do the Sample Pages Look Like?
14. Appendix: List of Capitalized Words.

Additional helpful information may be found in the *MLA Handbook for Writers of Research Papers*, and *Form and Style* by Carole Slade. Should a question arise which is not covered in this guide, you may consult these sources for answers. These books should be available in the school library.

## 1. What Does the First Page of a Classroom Report Look Like?

A classroom report less than 20 pages in length does not ordinarily require a title page. If your instructor happens to require a title page for your report, you can see an example of a thesis title page near the end of this guide. Follow the instructions in your class syllabus.

The following example may be followed for classroom reports.

(½ inch from top) Jones 1
Donald Jones (Your full name)
Professor Smith (Instructor's name)
Christian Writing 222 (Class name)
August 16, 2017 (Due date)
Title of Your Paper Centered
First line of paper indented one-half inch. The remainder of the paper will be double spaced. The final page of your paper will be the Works-Cited page.

## 2. Who May Write a Thesis?

### Master's Thesis

Any student of the Missionary Baptist Seminary who has entered the master's program and is on track to graduate at the end of the school year may make application to write a master's thesis.

A thesis eligibility application may be obtained from the Dean's office anytime after the fall semester begins. The Dean of Students will assist you and explain the form to you.

### Doctoral Thesis

Application may be made to the Dean of Students for acceptance into the doctoral program. Upon receipt of application the faculty will vote on whether or not to grant acceptance. On occasion the faculty may offer an invitation for someone to enter the program who has not made application.

Upon being received into the doctoral program the student will be assigned an advisory committee consisting of three faculty members, one of whom will serve as chairman. The student will meet with his advisory committee throughout the process of the program.

### 3. What Exactly is a Thesis?

A *thesis* may be defined as “a substantial research project.” Some may use the term interchangeably with *dissertation*, which is usually reserved to describe “a research paper submitted by a candidate for the doctoral degree” (Slade x).

Follow the three steps below to develop your thesis and thesis statement:

#### First, Choose a Topic

Before you can develop a thesis you must first settle on a topic or subject. Is there something you are passionate about? Is there a subject you really want to explore? Then ask:

- Is there any interest in this subject?
- Has the subject already been addressed by others?
- Is there anything new I can add?

Also, ask yourself if the subject is too broad for the number of pages you are writing. If so, you will need to narrow the topic. For example:

- “The Second Coming of Christ” is a very broad topic, whereas “The Timing of the Return of Christ in Relation to Daniel’s Seventieth Week” is more narrowed.
- “Baptism” is broad, whereas “The Origin of Sprinkling for Baptism” is more narrowed.

#### Second, Ask a Question

Turn your narrowed topic into a question. For example: “At what point in Daniel’s Seventieth Week will Jesus Christ return?” Or, “When did sprinkling begin to be substituted for immersion?” Or, “On what day of the week did Jesus die?”

#### Third, Write a Statement

Briefly stated, the answer to the question you have raised becomes your thesis statement. For example: “Jesus will return at the beginning of Daniel’s Seventieth Week.” Or, “Jesus will return to resurrect the dead and rapture the living at the mid-point of Daniel’s Seventieth Week.” Or, “Jesus died and was buried on Wednesday, and was raised on Sunday.” Or, “Jesus died and was buried on Thursday, and was raised on Sunday.” If you find that your research disproves your thesis statement, rewrite it to reflect the outcome of your research.

Here are some things to remember about writing a thesis statement:

- A thesis is the answer to the question you have raised.
- A thesis is not a commentary.
- A thesis is not just a narrowed topic.
- A thesis makes a clear assertion about a topic.
- A thesis statement makes a claim others might dispute.
- A thesis statement must state your opinion or position.
- A thesis statement specifies to the reader the point of your research.

You should be able to answer “yes” to the following questions. Does the thesis statement:

- Express your position in a full, positive statement, not merely as a narrowed topic?
- Limit your subject to a narrow focus that has grown out of your personal research?
- Point forward to the conclusion you have reached?
- Conform to the title and the evidence you have gathered?

## 4. What is Plagiarism?

Plagiarism is taking another person’s words, ideas, or line of thinking, without giving them credit, it is plagiarism. Do not misunderstand. There is nothing wrong with using what you glean from another person. You may use their words. You may use their ideas. You may use their line of thinking. However, you may not do so without giving them proper credit. You have the liberty in your research paper or thesis to use as many quotes as you deem necessary, but you do not have the liberty to take someone else’s words and present them as if they were your own. That is plagiarism. That is stealing.

Make sure you identify direct quotations. Place quotations marks around all quoted material. The first step is to make sure you have quoted the material exactly as it appears in the original. Do not change the spelling of the original even if the original contains misspelled words. Put a beginning quotation mark at the beginning of the quoted material and a closing quotation mark at the conclusion of the quoted material.

Failure to place quotation marks around quoted material is plagiarism. Heed this warning from the *MLA Handbook*: “Presenting an author’s exact wording without marking it as a quotation is plagiarism, even if you cite the source” (MLA 55). Far too many students are guilty of this serious error. Make sure you are not one of them.

Give the name of the author and page number of the quoted material. You must identify the author of the material you have quoted by either giving his name in the body of your text, or by placing it within a parenthesis at the end of the quote. The page number on which the quote was found must also be included within the parenthesis.

You may think that all you have to do to avoid plagiarism is reword the original material by paraphrasing it in your own words; however, this is not true. The *MLA Handbook* warns that plagiarism includes “the failure to give appropriate acknowledgment when repeating or paraphrasing another’s wording, when taking a particularly apt phrase, and when paraphrasing another’s argument or presenting another’s line of thinking” (56).

Again, the error is in the failure to give proper credit. You may paraphrase, summarize, and even use other people’s unique words and lines of thinking; however, you must not do so without giving them credit. Always cite the original source.

## 5. How Many Words are in a Thesis?

The number of words in your thesis depends on the thesis you are writing.

A master’s thesis is to be 15,000 words in length. Do not include front matter (table of contents, etc.) or back matter (works-cited, etc.) when counting the number of words.

A doctoral thesis is 50,000 words, not including five research papers which are 5,000 words each in length. The five research papers are papers which are agreed upon or assigned by the doctoral committee. The five papers are related to the thesis, but are not repeated or incorporated into the thesis.

## 6. How are Pages to be Numbered?

### Front Matter

Lower case roman numerals are used to number the preliminary pages of your thesis. Center the page number at the bottom of the page with a one inch margin. Please note the following:

- The Title Page is to be counted, but not numbered.
- The Approval Page will be page ii.
- The Comments Page will be page iii.
- An Acknowledgments Page is permissible, but not required.
- A Preface is acceptable, but not required.
- A Copyright Page is not necessary.
- The Table of Contents will follow all other preliminary pages and precede the body of the thesis.

### Body Pages

The body of your thesis will be numbered with arabic numerals and will continue the sequence of the preliminary pages. For example, if the last number in the preliminary pages was vii, the first number in the body will be 8.

Your last name is to be placed as a running head on each page followed by the page number. Your name and the page number is to be flush with the right margin. There is to be one space between the author's name and the page number. The name of the author is to be placed one-half inch from the top of the page. The text is to begin one inch from the top of the page.

### Back Matter

Back matter, also called end matter, may include an appendix, glossary, endnotes, works-cited page, and an index (Slade 48). You will use only those pages which are appropriate for your paper or thesis. The works-cited page, however, is required in every paper or thesis which includes a quotation.

The manner of numbering back matter pages will be the same as used in the body of the thesis and will continue the numbering sequence. For example, if the last page in the body of the thesis is 200, the works-cited will begin with 201.

## 7. What about Chapter Titles and Headings?

“The title of a chapter should indicate clearly and concisely the contents of the chapters and its relationship to the complete paper. . . Headings function just as an outline does, and the same principles of parallelism and logic of division apply here. Every division of a subject must yield at least two subdivisions, and all headings at the same level should be parallel grammatically and logically” (Slade 47).

The chapter title and headings of your thesis will follow the same form used for the papers in Systematic Theology Class. Use the examples below, but be sure never to place two subdivisions together without a paragraph of text in between.

### CHAPTER 1 (CENTERED, IN ALL CAPS)

Title of Chapter, Centered, in Upper and Lower Case Letters

Center and Underline first Division in Upper and Lower Case Letters

Flush Left and Underline second Division in Upper and Lower Case Letters

Indent five spaces and underline third division with lowercase letters ending with a period. The next sentence immediately follows the heading as in this example.

## 8. What Style is to be Used?

Thesis writing is formal writing. Classroom reports may be considered either formal or informal, depending on the nature of the assignment. Ask the instructor which he prefers. Articles for the *Searchlight* may also be either formal or informal. Thesis writing, however, is strictly formal writing.

Spell Out Words. As stated elsewhere, do not use abbreviations or the ampersand (&) for “and,” or “etc.” Do not use contractions. Contractions are fine in your church bulletin, but not in a thesis.

Be Serious and Succinct. Formal writing has a tone of seriousness. There is a place for comedy, but not likely in your research papers, commentaries, and theses. Write with authority, but not with arrogance. Writing succinctly means writing briefly and clearly. Avoid ambiguity. Be sure you write what you mean. Avoid filler words. Delete “that” and “so” whenever possible.

Do Not Write in the First Person. First person identifies the person who is speaking or writing: *I, me, my, mine*. Second person identifies the person spoken to: *you, your, yours*. Third person identifies the person or thing spoken of: *he, she, it*.

Avoid the use of first person when writing research papers, commentaries and theses. It may be fine to write a *Searchlight* article in the first person, but not a thesis. The use of first person pronouns (I, me, my, mine) actually weaken your argument by suggesting it is your opinion. There is no need to say, “I believe scriptural baptism is by immersion. Say, “Scriptural baptism is by immersion.” Writers will sometimes try to get around this rule by saying, “The writer thinks,” or “The author believes.” This is not acceptable. Simply state what you believe, or what your research has revealed.

Use Past Tense to Describe Past Events. When writing a report or thesis, you will likely refer to and describe historical events. The question will then arise as to whether you should describe those events in present or past time. Since the Bible is a living book, many writers prefer to describe historical biblical events in present time. *Christian Writer’s Manual of Style* says, “the best rule is this: An author spoke or wrote the work in the past, but the work itself speaks to us in the present” (Hudson 349).

(1) Distinguish between the historical person or event and the verse of Scripture itself.

Example: The prophet Isaiah said, “Come now, and let us reason together, saith the Lord” (Isaiah 1:18). However, Isaiah 1:18 says, “Come now, and let us reason together, saith the Lord.”

(2) When describing past events, put them in past time.

Example: “Paul walked the road to Damascus,” rather than “Paul is walking the road to Damascus.”

(3) If you have a compelling reason to describe past events in present time, avoid shifts from present to past. Example of a shift: “As Paul is walking the road to Damascus he saw a bright light.” Keep your writing consistent.

Use the Active Voice. “In the active voice, the actor is the subject of the sentence, whereas in the passive voice, the object or receiver of the action is the subject” (Slade 84). Use the active voice except when you want to specifically show that the subject was acted upon. The active voice is stronger and more assertive than the passive. The passive voice is weak and may be viewed as noncommittal.

Example: “John passed the test” (preferred).

Example: “The test was passed by John” (not preferred).

Using Who and Whom. Knowing when to use *who* and *whom* can be difficult, especially when used in questions. Remember that “*who* is used as the subject of a verb; *whom* is used as an object” (Gula 40). Use *who/whoever* as a replacement for I, you, he, she, we, and they. If you can replace *who/whom* with *I, you, he, she, we, or they*, use *who* or *whoever*.

(1) Use *whom/whomever* as a replacement for me, him, her, us, and them.

Example: You gave the book to whom? Whom can be replaced with *me, him, her, us, them*; therefore, *whom* is correct.

Example: I do not know whom the faculty chose to speak. *Whom* can be replaced with *me, him, her, us, them*; therefore, *whom* is correct.

Example: John gave the books to whomever he wanted. *Whomever* can be replaced with *me, him, her, us, them*; therefore, *whomever* is correct.

(2) In formal writing, use the object pronoun *whom* as the object of a non-linking verb.

Example: Whom did I say wrote Genesis?

In speech we commonly use the subjective case *who* as the first word in a question; however, in writing we make a distinction. When speaking we would say, “Who did I say wrote Genesis?” But the proper written form would be, “Whom did I say wrote Genesis?”

Gula has an insightful and helpful comment on *who* and *whom*:

When people are not sure which pronoun to select, *who* or *whom*, they will often choose *whom*, thinking that it is more learned or perhaps more elegant, and they will often come up with sentences that are badly strained. If faced with such a choice, select *who*. Even if you’re wrong, at least you will sound natural. Ignorance masquerading behind casualness is better than ignorance masquerading behind pretentiousness. (42)

Subject and Verb Agreement. Pay attention to the rules which govern subject and verb agreement. A mistake at this point will ruin your research and writing project.

(1) The subject and predicate of a sentence must agree in both number and person. This becomes troublesome for some when the subject and predicate are separated by a prepositional phrase.

Example: “The writing of commentaries and research papers is (not are) a major part of the classroom experience.”

(2) A singular subject takes a singular verb, whereas a plural subject takes a plural verb.

Example: One member sits on the front pew, but two members sit on the back pew.

(3) Collective nouns use singular verbs. Team, mob, jury, class, and family are examples of collective nouns. They are singular when thought of as a group or unit. They may be plural if the writer thinks of the group as separate individuals, but this is not preferred.

(4) When two singular items are joined by *or* the verb is singular.

Example: Either the professor or the student is in charge of the class.

(5) When two plural items are joined by *or*, the verb is plural.

Example: Either the professors or the students are in charge of the class.

(6) When there is a singular and plural subject, the verb agrees with the nearest subject.

Example: Neither the building or the contents are insured.

Example: Neither the contents or the building is insured.

Pronoun Agreement. Observe all the grammatical rules concerning pronouns. Review the section in *Plain English Handbook* on pronouns if you need a refresher.

(1) A pronoun and its antecedent must agree in number, gender and person.

Example: "Each student should do his (not their) best in class."

(2) In order to avoid gender bias you can often change to the plural.

Example: "Students should do their best in class."

(3) The pronouns *everyone*, *each*, *anyone*, *neither*, *someone*, *somebody*, and *no one* are singular; therefore, the antecedent must be singular.

Example: Everyone had his chance. Each had her turn. Neither one had the right answer. Someone left his books.

(4) The relative pronouns *which* and *that* are used to introduce nonessential and essential clauses respectively. *Which* is used to introduce a clause not essential to the meaning of the sentence. *That* is used to introduce a clause essential to the meaning of the sentence.

Example: Sermon notes, which have become a necessity for some, can tie down a good speaker.

Example: Church vans that have serious mechanical problems should not be used to pick up children.

(5) Use this/that with singular nouns.

Example: This is the reason students need to take homiletics.

(6) Use these/those with plural nouns.

Example: These are the reasons students need to take homiletics.

## 9. What Form is to be Used?

The Seminary follows the Modern Language Association form and style, otherwise known as MLA. This means there will be no footnotes in your thesis.

### Citing References in the Text

Within the text of your thesis you will use parenthetical references, keyed to a works-cited page, to guide the reader to your original source. Information within the parenthesis is kept to a bare minimum so as not to detract from the text. Everything you need to know about the proper way to cite your references can be found in the MLA Handbook.

Otherwise, observe the following:

#### When the Author is Named in the Text.

If you name the author you are quoting in your text (what you are writing), do not name him in the citation (parenthesis). Simply give the page number where the quote can be found.

Example: Slade says, “When the author’s name appears in the introduction to the material, you need not repeat the name within parenthesis” (215).

#### When the Author is Not Named in the Text.

(1) If you do not name the author of your quote in the text, place the author’s last name and the page number within the parenthesis immediately following the quotation.

Example: “When the author’s name appears in the introduction to the material, you need not repeat the name within parenthesis” (Slade 215).

(2) Notice that neither the word *page* nor the letter “p” appears within the parenthesis. Also, note that there is no comma between the author’s last name and the page number.

#### Reference to an Entire Work.

(1) If there are occasions when you refer to an entire book, either by the name of the author or by the name of the work, you will not need to follow it with a parenthetical reference.

Example: Christian Writing 222 uses the *MLA Handbook for Writers of Research Papers* as a supplementary resource. Students who are preparing to write a thesis are sometimes referred to *Form and Style* by Carole Slade.

(2) No parenthesis follows the example given above because reference is being made to entire books, not to specific page numbers.

#### Reference to Part of a Work.

When you refer to a specific part of a book you will need to follow with a parenthetical reference as in the examples below.

Example: The *MLA Handbook* contains complete information on how to cite your sources within the body of your text (213-32).

Example: More detailed information on how to cite your sources within the body of your text is available (MLA 213-32).

#### Reference to More Than One Author by the Same Name.

When your research paper or thesis references more than one author by the same last name you will need to add the first initial to distinguish between the two authors. If the first initial is the same for both authors, spell the first name in full.

Example: (M. Harris) or (D. Harris)

#### Reference to More Than One Book by the Same Author.

(1) When you refer to more than one book by the same author you must include the title of the book, either in full or a shortened version, following the author's name.

Example: (Wiersbe, *Be Encouraged* 67).

(2) If you cite the author's name within the text, include just the name of the book and the page number.

Example: (*Be Courageous* 85).

### Reference to a Multivolume Work.

(1) When you make reference to a page number within a particular volume of a multivolume book, separate the volume and page number with a colon and a space.

Example: (Foreman 2: 350).

(2) When the author is named in the text, do not repeat the name in the parenthesis.

Example: (2: 350).

(3) When you are making reference to an entire volume there is no need to cite page numbers. Follow the author's name with a comma and add the abbreviation *vol.*

Example: (Foreman, vol. 2).

(4) When you incorporate the reference into the text, spell out *volume*.

Example: "In volume 2, Foreman deals with Bogard's role as a debater and editor."

### Preparing the Works-Cited Page

One helpful hint is to set MLA as your default citation style if you are using the Logos program. Also, MLA format generators can be found online. You put in the ISBN and the program does the formatting automatically. Some programs require you to fill in the blanks and then it generates the citation. Nevertheless, you are still responsible for the final outcome.

Citing electronic sources may prove to be the most difficult. The following quotation from The Wadsworth Essential Reference Card to the *MLA Handbook for Writers of Research Papers*, Seventh Edition (2009) is helpful.

MLA style recognizes that full source information for Internet sources is not always available. Include in your citation whatever information you can reasonably obtain: the author or editor of the site (if available); the name of the site (italicized); the version number of the source (if applicable); the name of any institution or sponsor (if unavailable, include the abbreviation **N.p.** for “no publisher given”); the date of electronic publication or update (if unavailable, include the abbreviation **n.d.** for “no date of publication”); the publication medium; and the date you accessed the source. MLA style recommends omitting the URL from the citation unless it is necessary in finding the source.

An example of a works-cited page can be found near the end of this guide. Note that the second line of a citation which requires two or more lines is indented five spaces or one-half inch. All citations end with a period.

## 10. What Are the Mechanics of Writing?

The mechanics of writing includes:

- Capitalization of words (also see Appendix),
- Proper spelling of words,
- Punctuation of Scripture references,
- Quotations and the proper way to punctuate quotations,
- Abbreviations,
- Time and date designations,
- Indentation and spacing.

### Capitalization

“The purpose of capitalization is to show that a given word has a specialized or specific meaning rather than a general one. This would include such words as place names or proper names, the titles of books or works of art, specialized vocabulary, and so on” (Zondervan 105).

There are generally accepted rules for capitalization; however, it is not an exact science. Different publishers have different views about which words should be capitalized. The Missionary Baptist Seminary uses a blend between the form and style used by Bogard Press and Zondervan’s *Christian Writer’s Manual of Style*. Do not allow capitalization to frustrate you. Whenever you have a doubt, consult the appendix in this guide and be consistent.

### Mistakes to Avoid.

- (1) Do not use all capital letters in a sentence to make a point. This might be acceptable in a church bulletin, but not in a research paper or thesis.
- (2) Do not capitalize “church” except when it is used in a proper name.  
Example: “I attend Temple Missionary Baptist Church,” but “I go to church every Sunday.”
- (3) Do not capitalize “missionary” or “mission” except when used in a proper name.  
Example: “John Smith is the new missionary to New Zealand,” not “John Smith is the new Missionary to New Zealand.”
- (4) Do not capitalize terms which are descriptive.  
Example: “Last Sunday we enjoyed biblical preaching, scriptural teaching, gospel singing, and godly fellowship.”
- (5) Do not capitalize seasons of the year.  
Example: “I enjoy all seasons of the year: fall, winter, spring, and summer.”

### Rules to Remember.

- (1) Capitalize all nouns which are used to designate God or any member of the Trinity. Do not capitalize “gods” or “goddess.”  
  
Example: “The God of Abraham is the true and living God.”  
  
Example: “Diana is the goddess of the Ephesians.”
- (2) Capitalize pronouns referring to God, except relative pronouns such as *who* or *whom*. The trend, in keeping with more modern versions of the Bible, has been away from capitalization of pronouns referring to deity; however, we continue to do so as a matter of reverence and to help avoid misunderstanding regarding the antecedent of the pronoun. However, quote scripture exactly as it appears. Do not capitalize the pronouns when they are not capitalized in the original.
- (3) Capitalize words used as a name for God, but not words used descriptively of God.  
  
Example: “the Only Begotten” when used as a name for God, but “the only begotten Son of God” when used descriptively.  
Example: “the Omniscient knows all,” but “God is omniscient.”

- (4) Capitalize a title which precedes a person's name, but not when it follows the name or when it is used in place of a name.

Example: "Allow me to introduce to you President George Smith."

Example: "Did you know George Smith serves as president?"

Example: "Pastor David Harris," but "David Harris, pastor."

- (5) Capitalize all terms referring to the Bible, its books and divisions.

Examples: The Holy Bible, the Old Testament, the New Testament, the book of Joshua, book of the Law, the Law of Moses, the Good Book, the Holy Scripture, etc.

- (6) Capitalize names for *Satan*. Some writers seem to have an objection to this, but Satan is a proper name. You may be allowed to lowercase the name if you have a serious objection. Do not, however, change the case of a letter when quoting from Scripture. Always quote exactly as it appears in the original.

- (7) Capitalize *Pharaoh* when used as a proper name, but not when preceded by an article.

Example: Moses contended with Pharaoh.

Example: Moses was afraid to address the pharaoh.

- (8) Capitalize names of places in the Bible; however terms like *heaven*, *hell*, *gehenna*, *sheol*, *tartarus*, and *hades* are set in lowercase. *Paradise* is capitalized when it is used in reference to the Garden of Eden, but not in reference to the abode of departed saints.

- (9) Capitalize *Millennium*, but not *millennial kingdom* or *millennial reign*. *Kingdom* is usually not capitalized as in the phrase, "kingdom of Israel." Note that premillennial is spelled without a hyphen, as is amillennial and postmillennial.

- (10) Capitalizing the word "gospel" can be a matter of taste. Some writers prefer to capitalize it, others do not. *A Christian Writer's Manual of Style* has the following explanation in the 1988 edition (Hudson 52):

Generally the word *gospel* is lowercased when used in a general sense or to indicate a style of preaching or sacred music. It may be capitalized when the specific New Testament concept of the Good News of God's redemption in the person of Christ is intended, and capitalization may be preferred in formal theological writing.

gospel music	the Gospel of Christ
gospel revival	the true Gospel
gospel tent	the Gospel of salvation

## Proper Spelling of Words

The American, rather than the British, spelling of a word is preferred. Use the first spelling given in the dictionary for words which have multiple spellings. For example, use *Savior* rather than *Saviour*. Do not, however, change the spelling of a word in a quotation. Consult the appendix for both capitalization and spelling.

## Punctuation of Scripture References

When punctuating Bible references we do not follow the *MLA Handbook*. Observe the following rules:

- (1) Use a colon to separate between chapter and verse. Example: John 3:16.
- (2) Use a semicolon to separate between one chapter and verse and another chapter and verse  
Example: John 3:16; 5:24.
- (3) Use a comma to separate between non-consecutive verses. Example: Luke 13:3, 5.
- (4) Use a dash between consecutive verses. Example: Luke 13:1-5.
- (5) Use arabic numerals to indicate books of the Bible within a parenthesis.  
Example: 2 Corinthians.
- (6) When the reference precedes the Scripture, place a comma between the reference and the quote. Example: John 3:16, “For God so loved the world.”
- (7) When the reference follows the Scripture there is no comma between the reference and the quote. Example: “For God so loved the world” (John 3:16).

## Quotations and the Proper Way to Punctuate Quotations

### How to Quote and Cite a Bible Reference

Place quotation marks around the verse. Place the final punctuation after the parenthesis which cites the verse or verses.

Example: “For God so loved the world, that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life” (John 3:16).

### How to Use Ellipses in Quotations

The *Christian Writer's Manual of Style* says, "In most cases, an ellipsis should not be placed before or after a Bible verse or a portion of a verse" (Hudson 350).

Example: Jesus said, "God so loved the world, that he gave his only begotten Son" (John 3:16).

Incorrect: He said, ". . . that whosoever believeth in him should not perish . . ." (John 3:16).

Ellipses should be used however when an interior portion of the verse is omitted.

Example: Jesus said, "that whosoever believeth in him should . . . have everlasting life" (John 3:16).

### When to Use Set Off Quotations.

If a quotation runs to more than four lines in your paper, set it off from your text by beginning a new line, indenting one inch (or ten spaces if you are using a typewriter) from the left margin, and typing it double-spaced, without adding quotation marks. A colon generally introduces a quotation displayed in this way, though sometimes the context may require a different mark of punctuation or none at all. If you quote only a single paragraph or part of one, do not indent the first line more than the rest. (MLA 111)

### How to Punctuate a Quotation.

There are several rules to keep in mind when punctuating a quotation.

(1) Capitalize the first word in a direct quotation when the quotation is a complete sentence.

Example: The dean had a stern look on his face when he said, "First year students are to park on Antioch's parking lot."

(2) Use a comma between verbs of saying or thinking and a quotation.

Example: Gula said, "When the quotation comes after a verb of *saying* or *thinking*, a comma separates the introductory words from the quotation" (133).

The same principle applies when the quotation comes before the verb of saying.

Example: “When the quotation comes before the verb of *saying* or *thinking*, a comma precedes the closing quotation mark,” says Gula (133).

(3) Omit the comma when the quotation ends with a question mark or exclamation mark.

Example: “Don’t you think it is about time you fellows started studying?” asked the dean.

(4) Use commas to indicate a break in a quotation.

Example: “Whosoever shall call upon the name of the Lord,” explained Paul, “shall be saved” (Romans 10:13).

Note that capitals are not used when the quotation resumes.

(5) Place the exclamation mark, question mark, and dash within the quotation mark when they are a part of the quotation. When they are not part of the quotation they appear outside the quotation mark (Gula 134).

Example: The dean asked, “Who did not get a schedule?”

Example: Did the dean say, “Registration begins tomorrow”?

(6) Periods and commas are placed within the quotation mark. Semicolons and colons are placed outside the quotation mark (Gula 134).

Example: During the semester break I read “The Life of David.”

Example: He said the book was “fascinating,” and suggested I read it.

Example: A good resource is “Nelson’s Illustrated Bible Dictionary”; it will help most Sunday School teachers and young preachers.

Example: He devoured “A History of the Baptists”: it changed his whole outlook.

Do not, however, place the period within the quotation mark when quoting a verse of Scripture. The period follows the Scripture reference.

Example: Paul wrote, “I am not ashamed of the gospel of Christ” (Romans 1:16).

(7) Single quotation marks are used to indicate a quotation within a quotation.

Example: The professor glared at the student and said, “But you said, ‘I left my homework at home,’ didn’t you?”

Example: We overheard the dean say to the president, “The student specifically said, ‘I left my homework at home.’”

(8) Brackets are used to indicate words which are not part of the quote.

Example: “Brackets [rather than parenthesis] are used within a quotation to indicate words that are not part of the quotation; thus, brackets often enclose explanatory material within a quotation” (Gula 148).

### Abbreviations

The rule is do not use abbreviations in a thesis. A thesis is formal writing. Abbreviations should not be used except as noted below. Do not use the ampersand (&) for “and.”

### Time and Date Designations

You are allowed to use the abbreviations AD, BC, BCE, and CE. These abbreviations are written in upper case, without periods, except when a closing punctuation is necessary.

Example: In about AD 90, John wrote the Revelation.

Example: Jesus was born in about 4 BC.

(1) AD is used before numerals (AD 45) and after centuries (“first century AD”). BC is used after numerals (45 BC) and after centuries (“second century BC”). BCE and CE are used after both numerals and centuries.

(2) Centuries are spelled out in lower case letters (the twenty-first century). “Decades are usually written out without capitalization (the *nineties*), but it is acceptable to express them in figures (the *1990’s*, the *’60s*). Whichever form you use, be consistent” (MLA 84).

(3) Calendar dates are best understood in the month / day / year format (US Style). Nevertheless, the UK style is being use more and more. The UK style uses the day / month / year format, without commas. Whichever order you use, be consistent throughout your paper.

US Style: I was born November 20, 1953

UK Style: I was born 20 November 1953.

(4) When a month or season designation immediately precedes a year, no comma is used to separate them (November 1953 or in the fall 1953). A comma is used to separate between a day and a year (November 20, 1953).

(5) Do not use the ordinal abbreviations *st*, *nd*, *rd*, or *th* after numerical figures in dates.

Example: The MBSF retreat will be March 2.

Incorrect: The VBS program will be Sunday evening, March 2<sup>nd</sup>.

(6) Times of the day can be spelled out, but it is simpler to use numerals followed by a.m. or p.m., which are set in lowercase and followed by a period.

Example: Sunday School starts at 9:45 a.m. in many churches.

(7) Do not use numerals with o'clock.

Example: Sunday School started at ten o'clock in my home church.

Incorrect: Sunday School started at 10:00 o'clock in my home church.

(8) Do not use numerals with "time expressed in quarter and half hours" (MLA 84).

Example: The preacher was finished by a quarter till noon, and we were glad.

Incorrect: The preacher was finished by 1/4 till noon.

(9) The words *morning*, *afternoon*, *evening* or *o'clock* are not used with the a.m. and p.m. abbreviations.

Example: Mid-week Bible study begins at 6:30 in the evening.

Incorrect: Mid-week Bible study begins at 6:30 p.m. in the evening.

### Indentation and Spacing

Paragraphs. Paragraphs are indented five (5) spaces or one-half inch.

Extended Quotations. Quotations four (4) or more lines in length are indented ten (10) spaces or one inch.

Second Line of a Citation in the Works-Cited Page. When a citation in the works-cited page is two or more lines in length, the second and succeeding lines are indented five (5) spaces or one-half inch.

Spacing. Everything in your paper or thesis is to be double spaced.

## 11. What Does the Final Form Look Like?

For the final form of your thesis, you will need to:

- Use 12 pt. Times Roman.
- Use computer software to insert Hebrew and Greek words.
- Do not handwrite Hebrew and Greek words without prior approval.
- Double space everything as noted above.
- Print only on one side of your paper.
- Print the final copy of your thesis on 24% cotton rag bond paper.
- Use good quality 8x11 paper for all other copies.
- Do not justify the lines of your paper.
- Do not use automatic hyphenation.
- Use a one inch margin at the top, bottom, left and right sides of the paper. (Exception: If you are writing a thesis which is required to be hard bound, you may have to use a one and one-half inch left margin).
- Turn in three written copies of your thesis, and one compact disk with a Word file.

## 12. What About the Table of Contents?

The following quote from Slade's book may help you with your table of contents.

In a thesis or dissertation, the table of contents precedes all the sections its lists. The table of contents should list all elements of the preliminaries - the chapter (part or section) titles, the main headings and subheadings in the text, and the reference materials. The beginning page number for each section is indicated along the right-hand margin. The numbering of chapters and the wording, capitalization, and punctuation of titles and headings should be exactly the same as they are in the text. (43)

However, "Headings and subheadings underlined or italicized in the text should not be underlined or italicized in the table of contents" (Slade 131).

## 13. Sample Pages

The following pages provide samples of some of the pages you will have in your thesis: Title page (23), Comments page (24), Approval page (25), Works Cited page (26), Table of Contents (27).

(Sample Title Page)

(2" from the top)

THE BELOVED APOSTLE

(4" from the top)

A dissertation  
presented to the  
Missionary Baptist Seminary

(7" from the top)

In Partial Fulfillment  
of the Requirements for the Degree  
Doctor of Bible Languages

(1" from the bottom)

by  
John B. Smith  
May 2017

(Sample Comments Page)

(2" from the top)

Comments Page

(Sample Approval Page)

(2" from the top)

Approval Page

We, the undersigned faculty have read this thesis written by (Student's name) entitled (Name of your Thesis) and recommend it be accepted in partial fulfillment of the requirements for the (Name of your degree).

\_\_\_\_\_ (4" from the top)

\_\_\_\_\_

\_\_\_\_\_

Approved by vote of the faculty (6" from the top)

\_\_\_\_\_  
Mark Harris, Dean of Students

\_\_\_\_\_  
Philip Miller, Academic Dean

\_\_\_\_\_  
Carroll Koon, President



## (Sample Table of Contents Page)

1" from the top

## Table of Contents

	Page
Chapter	
1. INTRODUCTION . . . . .	1
The Enigma of the Psalmist . . . . .	2
Natural Clues . . . . .	.7
An Algebraic Solution . . . . .	.10
Approach to This Study . . . . .	.11
2. A BIBLICAL EXAMINATION OF THE CONFLICT . . . . .	.13
Antecedent to the Conflict . . . . .	.13
The Origin of the Conflict . . . . .	.15
The Effect of the Conflict . . . . .	.28
3. THE CREATION OF MAN WAS IN ANTICIPATION OF INSTRUMENTALITY . . . . .	30
The First Adam . . . . .	.31
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4. THE COHABITATION OF MAN BY OTHER SPIRITS INDICATES INSTRUMENTALITY . . . . .	54
The Reality of the Spirit World . . . . .	.54
The Satanic Presence . . . . .	.55
Demon Spirits . . . . .	.58

## 14. List of Capitalized Words (see also section 9)

Aaronic priesthood	antediluvian
ABA	ante-Nicene fathers
Abed-nego	anti-Catholic
Abba	antichrist (the spirit)
Abyss, the	Antichrist (the person)
abomination of desolation	anti-Christian
Abraham's bosom	anti-God
Achaia	anti-Semitism
AD (place before the year)	anti-Trinitarian
Adamic Fall	Antioch church, the
Adonai	Apocalypse, the (Revelation of John)
Adonai	apocalyptic
advent, the	Apocrypha, the
Advent season	apocryphal
Advocate, the	Apostle Paul, Peter, et. al. (without the)
agape	Arabah
age of grace	archangel
age to come, the	ark
agnosticism	ark of the covenant
all-knowing (adjective only - examples: We have an all-knowing God; but God is all knowing)	Articles of Faith
all-powerful (adjective only)	Ascension Day
all-present (adjective only)	atheism, ist
all right	atonement, the
all-seeing	Atonement, the Day
all-wise	Baal
Almighty, the	baalism
Almighty God	babe in the manger, the
Alpha and Omega (referring to Christ)	baby Jesus, the
altar	Babylonian captivity
altar of incense	Babylonian Empire
amillennial	baptism
Ancient of Days, (referring to God)	Baptist
angel (cap if theophany)	Baptist Training Course
angel Gabriel, the	baptistry
angel of the Lord (cap if theophany)	baptize
Anointed, the (Christ)	Battle of Armageddon
Anointed One, the (Christ)	BC (place after the year)
anointed Savior	Beast, the (Antichrist)
ante-Christian	beatitude, a
	Beatitudes, the

Being (God)	Christology
Beloved Apostle, the	church
Bible, the	church age
Bible Belt	church building
Bible school	Church Covenant
biblical	Church of England
Big Bang Theory	Church Epistles
body of Christ	church house
Book (Bible)	church service
book of Genesis	City of David (Jerusalem)
Book of Life	Comforter, the (Holy Spirit)
book of the covenant	commandment
book of the Law	Commandments, the Ten
Book of Truth	Communion (Lord's Supper)
Booths (a feast)	Counselor (Holy Spirit)
boy Jesus, the	Court of the Gentiles
Branch (if Jesus)	Court of the Women
brazen altar	covenant, old or new
Bread of Life (Bible or Christ)	creation
Bridegroom, the (Christ)	Creator, the
bride of Christ (Lamb's wife)	creator God, the
Brook Cherith	cross, the
burnt-offering	crown
burnt-sacrifice	Crucified One
	crucifixion, the
Caesar (lowercased if not specific)	Crusades, the
Calvary	
Calvinist(ic), -ism	Daniel's Seventieth Week
Canon, the (Scripture)	Davidic covenant
canon of Scripture, the	Day of Atonement
Catholic (universal)	day of judgment
Catholic church, a	day of Pentecost
Celestial City (abode of the redeemed)	day of the Lord
charismatic	Dead Sea Scrolls
cherubim	Decalogue (Ten Commandments)
chief priest	deism, ist
Chief Shepherd (Jesus)	deity, the
children of Israel	deity of Christ
chosen people	deluge, the (flood)
Christ	demon(ic)
Christ child	Deuteronomic
Christian	devil, a
Christmas	Devil, the

Dispora (event and people)  
 disciples  
 dispensation(alism)(alist)  
 dispersion, the  
 divided kingdom  
 divine  
 Divine King  
 Divine Providence  
 Divinity, the (God)  
 Door, the (Christ)  
 Dragon, the (Satan)

Easter Sunday  
 ecumenism, -ical  
 Eden  
 El  
 elect  
 Eleven, the  
 Elohim  
 El Shaddai  
 Emmaus road  
 emperor, but Emperor Nero  
 empire, the (Babylonian)  
 end-time(s)  
 Enemy, the (Satan)  
 Epiphany  
 epistle to the Corinthians  
 Epistles, the  
 eschatology  
 Eternal, the (God)  
 eternal life  
 eternity  
 Evangelical  
 Evil One, the (Satan)

False Prophet (of Revelation)  
 Farewell Discourses (John)  
 Father (God)  
 Father of Lies (Satan)  
 Feast (meaning Passover)  
 Feast of Booths  
 Feast of Purim  
 Feast of Firstfruits

Feast of Tabernacles  
 Feast of the Dedication  
 Feast of the Lights  
 Feast of the Passover  
 Feast of Unleavened Bread  
 Fertile Crescent  
 Firstborn, the (Christ)

Galilean, the (Christ)  
 General Epistles  
 Gentile  
 Gnostic(ism)  
 God  
 God-given  
 Godhead  
 God-man  
 God's house  
 Godspeed  
 God's Son  
 God's Spirit  
 God's word (His statement or promise)  
 God's Word (the Bible)  
 Golden Rule, the  
 Good Book, the  
 Good Friday  
 Good Samaritan, the (but the parable of the good Samaritan)  
 Good Shepherd (Jesus)  
 Gospels, the  
 gospel song  
 gospel preaching  
 Gospel of Jesus Christ  
 Gospel, the true  
 gospel truth  
 Great Commandment, the  
 Great Commission, the  
 Great High Priest, the  
 Great Physician, the  
 Great Shepherd, the  
 great tribulation, the  
 great white throne, the

hades

Haggadah	Judean
Hallel	Judgment Day
Head, the (Christ)	Judgment Seat of Christ
heaven	
heavenly Father	King (God or Jesus)
Hebraism	kingdom, the
hell	kingdom of heaven
Hellenism	kingdom of Israel
Herodian	King James Version
Herod's temple	King of Kings (Christ)
high priest, a	kinsman-redeemer
High Priest, the	Koran
High Priestly Prayer, the	
Historical Books, the (of the Bible)	Ladies Auxiliary
holiness	Lamb, the
Holiness Movement, the	Lamb of God
Holy Bible	Lamb's Book of Life
Holy Book (Bible)	land of Canaan
Holy City (New Jerusalem)	Last Supper, the
Holy Ghost	law (as opposed to grace)
Holy Land (Palestine)	Law, the (Pentateuch)
Holy of Holies	law of Moses
Holy Place	Levite
Holy Roller	Levitical
Holy Roman Empire	Light of the World (Christ)
Holy Scriptures	living Word (Bible)
Holy Spirit	Logos, the
Holy Trinity	Lord, the
Holy Writ (Bible)	Lord of Lords
	Lord's Day, the
Immanuel	lordship
	Lord's Prayer, the
Jacob's trouble	Lord's Supper, the
Jehovah	Love Chapter, the
Jerusalem Council	Lucifer (Satan)
Jewish Feast (Passover)	
Jewish law	Maccabees
John the Baptist	magi
John the Beloved	Magnificat, the
Jordan River (but the river Jordan)	Majority Text
Jubilee (50 <sup>th</sup> year)	Major Prophets, the
Judaism	Man, the (Jesus)
Judaize	Man of Sin (Satan)

Man of Sorrows  
 Masoretic text  
 Mediator, the (Christ)  
 mercy seat  
 Messiah, the (Christ)  
 messiahship  
 messianic  
 Middle Ages  
 Middle East  
 midtribulation  
 millennial kingdom  
 Millennium, the  
 Minor Prophets  
 Mosaic  
 Mosaic law  
 Most High, the  
 Mount of Olives  
 Mount of Transfiguration  
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 Muslim

Near East  
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 new birth  
 New City (part of modern Jerusalem)  
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 Omega, the  
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 Only Begotten, the  
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Palestinian covenant  
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 parable of the prodigal son

Paraclete, the  
 Paradise (garden of Eden)  
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 Pastoral Epistles  
 Patriarch, the (Abraham)  
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 person of Christ  
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 Pharaoh (when used as name without article)  
 pharaoh, the (general)  
 Pharisaic (reference to Pharisees)  
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 Poetical Books, the  
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 premillennial  
 pretribulation  
 priesthood of believers  
 Prince of Darkness (Satan)  
 Prince of Peace (Christ)  
 Prison Epistles  
 Prodigal Son, the (but the parable of the prodigal son)  
 Promised Land (Canaan)  
 Promised One (Christ)  
 Prophetic Books, the  
 prophet Jeremiah, et.al., the  
 Prophets, the  
 Protestant  
 Providence (God)  
 providence of God  
 psalm, a

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 psalmist, the  
 Psalms, the  
 Psalter, the  
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 Purim (Feast of Esther)

Qumran  
 Qur'an

rabbi  
 rapture, the  
 Received Text, the  
 Redeemer, the  
 Reformation  
 Reformed theology  
 Reformers  
 resurrection, the  
 River of Life, the (Christ)  
 Rock, the (Christ)  
 Roman Catholic Church  
 Rosh Hashanah (Jewish New Year)

Sabbath (day)  
 sabbath rest (for the land)  
 Sabbath rest (for the people of God)  
 sabbatical  
 sacrament  
 Sadducee  
 Sanhedrin  
 Satan  
 satanic  
 satanism  
 Savior  
 scribe  
 scriptural  
 Scripture(s) (Bible)  
 scripture(s) (other religions)  
 Sea of Galilee  
 second Adam, the  
 second coming, the  
 Septuagint  
 Sermon on the Mount

Serpent, the (Satan)  
 seven deadly sins, the  
 Seventh-day Adventist  
 Seventieth Week  
 shalom  
*shekinah*  
 sheol  
 Shulammitte  
 Sinai Desert  
 Sinai peninsula  
 Sin-Bearer, the  
 sin offering  
 Solomon's temple  
 son of David  
 Son of God  
 Son of Man  
 southern kingdom  
 Sovereign Lord  
 Spirit, the (Holy Spirit)  
 star of Bethlehem  
 Sunday School  
 Sun of Righteousness  
 synagogue  
 Synoptic Gospels  
 synoptic writers, the

tabernacle, the  
 Talmud  
 Targum  
 Temple, the (at Jerusalem)  
 Ten Commandments (but the fourth commandment)  
 Tent of Meeting  
 Tent of the Testimony  
 Ten Tribes, the  
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 Testaments, the  
 Textus Receptus  
 third person of the Trinity  
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 time of Jacob's trouble  
 time of the Gentiles, the  
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Tower of Babel  
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 Tree of Life  
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 Virgin Mary, the  
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 Weeping Prophet (Jeremiah)  
 Westminster Catechism  
 Wicked One, the (Satan)  
 Wisdom Literature, the  
 wise men  
 Word, the (Bible or Christ)  
 Word made flesh (Christ)  
 word of God (His statement or promise)  
 Word of God (Bible)  
 Word of Life  
 Word of Truth, the  
 Writings, the  
  
 Yahweh  
 Year of Jubilee  
 Yom Kippur

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