



While content elements such as theology and doctrine, plus additional qualities like communication skills and connection with one's listeners, are all vitally important, **the candidates should remember that the written work submitted to the Board of Ministry must be graduate-level, professional writing in standard English.** Today's writing guidelines are usually referenced to either *A Manual for Writers* by Kate Turabian or *Elements of Style* by Strunk and White. One should already be familiar with at least one of these, but if not, below are some general guidelines offered online:

Here are some general guidelines offered by EasyBib.com
(<https://www.easybib.com/guides/chicagoturabian-paper-formatting/>)

Page Layout:

1. Use 1-inch margins.
2. The text is to be left-aligned and double-spaced.
3. There are to be no additional lines between paragraphs.
4. Indent the first line of each paragraph one-half inch.

Grammar: Proper grammar is essential. For example:

1. Subject-verb agreement
2. Properly placed modifiers that agree (singular/plural) with modified words
3. Clear and correct use of pronouns
 - No gender-specific language when referring to God
4. Correct sentence structure (no fragments or run-ons)
5. Consistent use of verb tense
6. Clear antecedents for nonspecific pronouns (this, that, etc.)
7. Correct use of homophones

Punctuation:

1. The use of the Oxford (serial) comma is required. Commas are used to set off three or more items in a list, with the final comma placed before the conjunction.
 - Example: We discussed the weather, our families, and our pets.
2. Quotation marks are to be used consistently and correctly.
3. Semi-colons must be used judiciously and correctly.

Capitalization:

1. Proper nouns are always capitalized.
2. Titles of works are to be capitalized using headline-style capitalization.
 - Capitalize all significant words in the title/subtitle.
3. Do NOT capitalize *a*, *an*, or *the* unless they are the first word in a sentence.
4. Never capitalize *and*, *but*, *for*, *or*, *to*, or *a.s*

Other important considerations:

1. Correct spelling
2. Appropriate word choice and amount
 - Be parsimonious!
3. Use italics for book titles within the body of your text. Do not underline.

Bibliography - All sources consulted must be cited using one of the following systems.

The Author-Date System:

1. The author-date system uses parenthetical references in the text and contains the author's last name and the work's publication date. These references correspond to an entry in a reference list at the end of the paper.
2. The reference list can be titled "Reference List" or "Works Cited." Check with your teacher to see if they prefer one or the other.
3. Reference list entries should be double-spaced and flush left.
4. The reference list entry contains complete publication information, with the year following the author's name. Include the information you think would help the reader find the referenced source. Organize the sources in the bibliography alphabetically by the author's last name. If your source does not have an author, list the source in the alphabetical list starting with its title.

➤ In-text Example:

(Whitehead 2016)

➤ Reference List Example:

Whitehead, Colson. 2016. *The Underground Railroad*. New York: Doubleday-Penguin Random House LLC.

The Notes-Bibliography System:

1. The Notes-Bibliography system provides citation information using either footnotes or endnotes, which correspond to an entry in a bibliography at the end of the paper.
2. The elements are separated by commas in the footnote or endnote. Publication information is in parentheses; the author's name is given in the first name, then the last name. The footnote number in the text is superscript and should appear at the end of the sentence with the referenced information, following the punctuation mark.
3. The bibliography should be titled "Bibliography" and come as a separate page or pages at the end of your paper. The bibliography separates the elements by periods, and the publication information is NOT in parentheses. The author's name is displayed with the last name first, then the first name.
4. Organize the sources in the bibliography alphabetically by the author's last name. If your source does not have an author, list the source in the alphabetical list starting with its title.

➤ Footnote Example:

Colson Whitehead, *The Underground Railroad* (New York: Doubleday-Penguin Random House LLC, 2016), 124.

➤ Bibliography Example:

Whitehead, Colson. *The Underground Railroad*. New York: Doubleday-Penguin Random House LLC, 2016.