



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 actual written work submitted to the Board of Ministry is to be of graduate-level quality.** 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.

Style Tips:

1. Use italics for book titles within the body of your text. Do not underline.
2. 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.

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 *as*.

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 entries in a bibliography at the end of the paper.
2. The list of sources consulted is titled "Bibliography"
3. Bibliography entries are to be double-spaced and left-aligned.
4. Each bibliography entry contains complete publication information, with the year following the author's name. Organize the sources in the bibliography alphabetically by author's last name. If your source does not have an author, include them in the alphabetical list according to the first word (excluding "The") of the 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. In the footnote or endnote, the elements are separated by commas. Publication information is in parentheses, and the author's name is listed as first name, then last name. The footnote number in the text is typed in superscript and appears at the end of the sentence containing the referenced information, following the punctuation mark.
3. The list of sources consulted is titled "Bibliography" and is a separate page or pages at the end of your paper. The elements are separated by periods in the bibliography, and the publication information is NOT in parentheses. The author's name is displayed with the last name first, followed by their first name.
4. Organize the sources in the bibliography alphabetically by author's last name. If your source does not have an author, include it in the alphabetical list according to the first word (other than "The") of the 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.