While content elements such as theology and doctrine plus additional qualities like communication skill 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/)

1. Use 1-inch margins

2. The text should be flush left and double-spaced

3. There should be no extra lines between paragraphs

4. Indent the first line of each paragraph one-half inch

Style Tips:

1. Use italics when required. Do not replace with underlining

2. CMS strongly encourages the use of the **serial comma,** which is when a comma is placed between the next to last item in a list of three or more items and the word *and*

3. Example: We discussed the weather, our families, and our pets.

Capitalization:

1. Proper nouns are always capitalized

2. Titles of works should usually be capitalized using headline-style capitalization

    1. Capitalize all significant words in the title/subtitle

    2. Do NOT capitalize *a*, *an*, or *the* unless they are the first word in a sentence

    3. Never capitalize *and*, *but*, *for*, *or*, *to*, or *as*

The Author-Date System:

1. The author-date system uses parenthetical references in the text, and contains the author's last name and the publication date of the work. 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 flushed left.

4. The reference list entry contains full publication information, with the year following the author's name. Include the information that you think would help the reader find the source you have referenced. Organize the sources in the bibliography in alphabetical order by 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. In the footnote or endnote, the elements are separated by commas. Publication information is in parentheses, and the author's name is given 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 is simply titled "Bibliography," and comes as a separate page or pages at the end of your paper. In the bibliography, the elements are separated 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 in alphabetical order by 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:

1. 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.

Another accessible yet quality online source for reference would be CMOSShoptalk.com. This online source includes links to concise references for most writing style questions:

https://cmosshoptalk.com/2018/11/13/how-do-i-format-main-text-in-turabian-chicago-style/