

BOM Writing Style Guide

Adapted from *A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition: Chicago Style for Students and Researchers (Chicago Guides to Writing, Editing, and Publishing)*

General Formatting Requirements For All Submitted Paperwork

I. Margins

All margins for submitted materials shall be 1 inch.

II. Font

The font for all submitted materials shall be Times New Roman.

III. Font Size

For Text - 12pt font shall be used for the all text appearing in the body and bibliography of a candidate's submitted materials.

For Footnotes - 10pt font shall be used for all text appearing in the footnotes of a candidate's submitted materials.

IV. Spacing and Indentation

Double-space all text in submitted materials except the following items, which should be single-spaced:

Block quotations – single spaced and indented. See example below:

As David Kinnaman states in *You Lost Me*:

The ages eighteen to twenty-nine are the black hole of church attendance; this age segment is “missing in action” from most congregations ... the percentage of church attenders bottoms out during the beginning of adulthood. Overall, there is a 43 percent drop-off between the teen and early adult years in terms of church engagement.¹

Put only one space, not two, following the terminal punctuation of a sentence.

Use tabs or indents rather than spaces for paragraph indentation and other content requiring consistent alignment.

V. Pagination

Number pages in the body of the submitted materials with arabic numerals, starting on the first page of text (do not count the title page in your pagination).

Page numbers shall appear in the right corner of the footer of each page (except the title page).

VI. Formatting BOM Questions And Responses

Include and underline the questions in your paperwork. Each question should be placed at the top of a new page. The candidate's response should follow. Responses to two different questions should not appear on the same page.

Describe your personal experience of God and the understanding of God you derive from biblical, theological and historical sources.

in principio erat Verbum et Verbum erat apud Deum et Deus erat Verbum hoc erat in principio apud Deum omnia per ipsum facta sunt et sine ipso factum est nihil quod factum est in ipso vita erat et vita erat lux hominum et lux in tenebris lucet et tenebrae eam non comprehenderunt

VII. Citations

Citations shall appear in notes-bibliography style as outlined in the latest edition of *A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition: Chicago Style for Students and Researchers (Chicago Guides to Writing, Editing, and Publishing)*.

In notes-bibliography-style citations, signal a source has been used by placing a superscript number at the end of the sentence in which it has been referred. For instance:

This was, in Wesley's own words from *A Short History of The People Called Methodists*, the "first rise of Methodism."¹

You then cite the source of that quotation in a correspondingly numbered note that provides information about the source (author, title, and facts of publication) plus relevant page numbers. Notes are printed at the bottom of the page (called footnotes) in 10pt font.

All notes have the same general form:

Note:

¹ John Wesley, *The Works of John Wesley*, ed. Albert Cook Outler, The Bicentennial Edition of the Works of John Wesley (Nashville: Abingdon Press, 1984-2015), 430.

If you cite the same text again, you can shorten subsequent notes:

Note:

⁵ Wesley, *Works of John Wesley*, 433.

As often as possible, cite page numbers in notes. However, if a document was accessed in an electronic format (Kindle, ereader, etc.) please include the location of the quote.

Note:

⁵ Neil Howe and William Strauss, *Millennials Rising: The Next Great Generation* (New York: Vintage, 2009) (Kindle Locations 994-1009).

Bibliography:

Howe, Neil. *Millennials Rising: The Next Great Generation* by Neil Howe and Bill Strauss; Cartoons by R.j. Matson. New York: Vintage Books, 2000.

List sources at the end of the paper in a bibliography. That list includes every source you cited in a note. Each bibliography entry includes the same information contained in a full note, but in a slightly different form:

Bibliography:

Heitzenrater, Richard P. *Wesley and the People Called Methodists*. Nashville: Abingdon Press, 1995.

VIII. Ibid.

Use *ibid.* to shorten a citation to a work cited in the immediately preceding note.

Note:

³⁰ Buchan, *Advice to Mothers*, 71.

³¹ *Ibid.*, 95.

³² *Ibid.*

In footnotes, *ibid.* should not be italicized; at the start of a note, it should be capitalized. Since *ibid.* is an abbreviation, it must end with a period; if the citation includes a page number, put a comma after *ibid.* If the page number of a reference is the same as in the previous note, do not

include a page number after *ibid.* Do not use *ibid.* after a note that contains more than one citation, and avoid using *ibid.* to refer to footnotes that do not appear on the same page.

VIII. Notes-Bibliography Style: Citing Specific Types of Sources For BOM Materials

Please refer to chapter 17 of the latest edition of *A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition: Chicago Style for Students and Researchers (Chicago Guides to Writing, Editing, and Publishing)* for more information on how to cite specific types of sources including books, journal articles, magazine articles, newspaper articles, websites, and other sources. Below are specific examples of commonly miscited sources.

The Bible

The Bible is a book and therefore should be capitalized wherever it appears.

Cite the Bible in footnotes, not parenthetically in the text. For citations from the Bible, include the abbreviated name of the book, the chapter number, and the verse number. Also, identify the version of scripture used by including its abbreviation in parentheses. The version of the Bible used does not need to be included in the bibliography. Common abbreviations for the books of the Bible can be accessed at: <https://hbl.gcc.libguides.com/BibleAbbrevTurabian>

Note: ¹ Thess. 4:11, 5:2-5, 5:14 (NRSV).

The Book of Discipline of The United Methodist Church

When referring to The Book of Discipline do not cite page numbers or e-reader locations, cite the relevant paragraph and subsections. Please be sure to cite only the most recent edition of The Book of Discipline.

Note:

¹ The Book of Discipline of the United Methodist Church, 2016 (Nashville, Tenn.: United Methodist Publishing House, 2016), ¶121.

Bibliography:

The Book of Discipline of the United Methodist Church, 2012. Nashville, Tennessee: United Methodist Publishing House, 2016.

John Wesley's Sermons

Reference John Wesley's sermons according to the work in which the sermon is contained or the way in which the sermon was accessed.

John Wesley Sermon From A Book

Note:

¹ John Wesley, *The Works of John Wesley*, ed. Albert Cook Outler, The Bicentennial Edition of the Works of John Wesley (Nashville: Abingdon Press, 1984-2015), 430.

Bibliography:

Wesley, John. *The Works of John Wesley*. Edited by Albert Cook Outler. The Bicentennial Edition of the Works of John Wesley. Nashville: Abingdon Press, 1984-2013.

Wesley Sermon From a Website

Note:

¹ John Wesley, On Christian Perfection, <http://wesley.nnu.edu/john-wesley/a-plain-account-of-christian-perfection/>.

Bibliography:

Wesley, John. On Christian Perfection. Accessed September 12, 2016.
<http://wesley.nnu.edu/john-wesley/a-plain-account-of-christian-perfection/>.

Tools and Resources for Better Writing

Grammar and Punctuation

The Elements of Style by William Strunk, Jr. and E. B. White

The Elements of Style is an excellent resource for the proper use of grammar and punctuation. Including how and when to use quotation marks.

Citations

There are a number of tools that can make crafting proper citations easier and faster. However, when in doubt, refer to the latest edition of *A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition: Chicago Style for Students and Researchers (Chicago Guides to Writing, Editing, and Publishing)*.

Eturabian.com - A great website that will format footnotes and bibliographic entries on a number of search criteria (ISBN, author, title, and more).

Microsoft Word - Microsoft Word has a function for creating properly formatted footnotes and bibliographic entries.