

THE TITLE OF THE DISSERTATION SHOULD BE CENTERED
IN ALL CAPS AND ARRANGED IN AN
INVERTED PYRAMID

A Dissertation
Submitted to the Faculty
of the
New Orleans Baptist Theological Seminary

In Partial Fulfillment
of the Requirements for the Degree
Doctor of Philosophy
in the Division of Discipleship and Ministry Leadership

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[The copyright page is page ii, but the number should not appear.]

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[Page iii will be the approval page signed by the guidance committee, which the ReDOC office will insert into the final copies.]

ACKNOWLEDGMENTS [**Note the spelling!**]

I would like to thank all the little people who helped me complete this arduous research. [Try to limit this section to no more than two pages.]

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[Spell correctly here also!]

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ABSTRACT

THE TITLE OF THE DISSERTATION SHOULD BE CENTERED
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PYRAMID FORMAT

John Q. Student, PhD
New Orleans Baptist Theological Seminary, 2015
Chairperson: Dr. Jerry Barlow, Professor of Preaching and Pastoral Work

The purpose of the dissertation is. . . .

[An abstract longer than 350 words is edited by UMI. Be sure to stay under this maximum. Note that APA requires no more than 250 words, and all numbers must be expressed as numerals.]

NOTES:

1. No page number should appear on the abstract.
2. Spell the name of your chairperson correctly and use the rank title listed on his or her faculty Web page.

CHAPTER 1

INTRODUCTION

In a well-constructed chapter, some narrative usually follows the chapter title and precedes the first major subheading. The first line of text should be a triple space (two blank lines) below the chapter title. Every paragraph must contain at least two sentences and ideally three or more, even in the sections concerning hypotheses, delimitations, assumptions, and definitions of terms.

Most authors prefer the polished appearance of the proportional Times New Roman font (12 point) to the antiquated Courier font. Footnotes may be in 10-point font with the approval of the professor(s). Nonproportional fonts have the advantage of spacing every character equally, so the dot leaders and space before page numbers in the table of contents should be in Courier. Note that only one space follows a punctuation mark.

Margins

The top line of print on the first page of each chapter should be 2" from the top of the paper; top margins on subsequent pages as well as right and bottom margins should measure 1". The left margin of a dissertation must be 1.5" to allow for binding. All four edges of the document are cropped in the binding process; so no print, such as page

numbers, should intrude into the margins of any page, including the appendixes. The 1" top margin of the table of contents is an exception.

**Centered Headings Should Be No Longer Than
Forty-Eight Nonproportional Characters
(4.8") per Line**

Headings of more than one line are formatted in inverted pyramid style. Note that a triple space separates this paragraph from the following subheading. However, a heading at the top of the page should appear to be a double space below the page number, which WordPerfect formats by default. The spacing relative to the top of the page is the same for a heading as for text. No additional blank line should precede the heading as when the heading occurs elsewhere on the page. Spacing between paragraphs should be the same as spacing within paragraphs, merely a double space.

The purpose of following APA and SBL style guides is to prepare students to submit articles to professional journals in their fields. Although APA format uses a double space between sections for articles and seminar papers, PhD dissertations will follow the spacing in this sample document. Eliminating the running head from the dissertation also will contribute to the finished appearance of this final document.

**Side Subheadings Should Extend No Further
Than Halfway across the Page**

This spacing gives a clean, distinctive organization to the page. Be sure to follow your style guide concerning format of headings and subheadings. APA dictates the

appearance of headings and subheadings; Turabian offers a hierarchy of level formats, which you must choose in a descending order.

As a pie cannot be cut into fewer than two pieces, so a section cannot have fewer than two headings or subheadings of the same level. In addition, the wording of the headings or subheadings in each section should be parallel in construction. Read these level labels in the table of contents to check for parallelism.

Pagination

Page numbers for front matter such as acknowledgments, contents, and lists of tables and figures are positioned at the bottom center of each page and are in lowercase roman numerals. Page iii will be the approval page signed by the guidance committee and inserted by the ReDOC office. Note that the copyright page, dedication, abstract, and vita page numbers do not appear on the pages. The number on the first page of each chapter should appear in arabic numerals at the bottom center of the page. Numbers on subsequent pages should be centered or in the right corner at the top of the page.

Footnotes

The footnote options need to be adjusted so that footnotes are placed beneath the text rather than at the default position at the bottom of the page.¹ The left margin for

¹ Word processing programs generally indent footnotes 0.5" and use the same size font as the text. With permission from your guidance committee, you may choose to use a 10-point font for footnotes. With the Widow/Orphan control activated in the footnote style, long footnotes should be divided with at least two lines at the bottom of a page or two lines at the top of the continued footnote on the following page. If needed, a page break can be inserted into the footnote to force a division. Be sure the footnote separator line is the same length and distance from the text on all pages. Use of a full horizontal continuation line for long footnotes is not acceptable. For disciplines that rely heavily on notes to attest to familiarity with peripheral arguments, note that pages must contain a minimum of two lines of text.

footnotes also needs to be set at 1.5". Although Turabian allows the footnote number to be a 12-point arabic numeral followed by a period, NOBTS prefers superscripted numbers with no period, followed by a space. Note that footnote numbering restarts with each chapter. Footnote numbers should not be placed on titles or headings.

The widow-orphan option should be used in both the text and the footnote style. If you need to cause a heading not to appear alone at the bottom of the page, always use a hard page (Ctrl-Enter) rather than adding extra returns with the Enter key. The hard page code also causes the footnote separator line to fall beneath the text on a short page such as page 3 of this document. Without this code, the separator line would have been a double space below the last line of the previous paragraph.

Block Quotes

At times a cogent passage from a notable source expresses a consummate point. Substantial quotes within the text should be in block format according to the form and guidelines below. Note that APA style maintains double spacing (APA 6.03).

This block quote is from a commentary on Turabian style. It begins with the first line of the paragraph in the source, so the first line of this quote is indented. A blocked quote must consist of at least five lines (Turabian, SBL) or forty words (APA). The footnote number follows the period at the end of the last line. In APA style, the parenthetical reference would follow the period at the end of the last line, as would a Scripture reference following a quoted passage of at least five lines. APA block quotes should be double spaced rather than single spaced.²

² If a new paragraph follows the block quote and the page does not have sufficient space to accommodate at least two lines of the new paragraph, a page break must be inserted after the block quote to force the footnote line to be placed at the standard distance beneath the quote. Quotes in footnotes must run into the preceding text and be set off with quotation marks rather than being blocked, regardless of length.

Tables and Figures

Distinguish between tables and figures: “Tables are almost always characterized by a row-column structure. Any type of illustration other than a table is referred to as a *figure*” (APA, p. 125). Table data can be numerical or verbal. Tables, figures, and appendixes are numbered according to their order of mention.

DO NOT GIVE ALL DATA IN THE NARRATIVE! Mention salient results and leave the details for the table or figure. If fewer than six data points are involved, give data in the narrative only (Turabian 8.1).

Tables and figures must be separated from text by three blank lines (two double spaces) and placed as close as possible following their initial mention in the text. If a table or figure does not fit into the space after the end of the paragraph in which it is mentioned, the page should be filled with text from the next paragraph unless a new section begins. Then the table or figure should be placed at the top of the following page with any text remaining from the paragraph inserted two double spaces below. If breaking a table is unavoidable by adjusting the font, spacing, or page orientation, the header row must be repeated on the second page. Pages with broadside tables must maintain the 1.5" margin for binding, but the page numbers should appear in the usual portrait orientation.

Single spacing is permissible to limit a table to one page (see APA 5.17). Fonts on figures and pdf insertions must be no smaller than 8 points for acceptable digitizing. Capitalize table titles heading style and other elements sentence style. Whole numbers should be right aligned and decimal numbers decimal aligned. Do not create columns with repeated data such as number of participants in the study.

Table 1

Useless Katrina Home Rebuild Data in APA Format

Stage of completion	Semester and year	% of area
Nothing done	F2005	100
Gutted	S2006	28
Plumbed	F2006	45
Wired	S2007	54
Rewalled	F2007	61
Painted	S2008	73

*Note: N = 134,069.***Appendixes** [Note the three blank lines after the table.]

A single appendix requires no title. Multiple appendixes should be numbered or lettered in order of their mention in the text. If appendixes contain more than one item, such as several pieces of correspondence, teaching plans, or surveys, consider inserting a title page before each appendix. The title pages will be counted and the page numbers listed on the table of contents, but the page numbers should not appear on the title pages.

Appearance of appendixes can vary. Items can be single spaced or double spaced, but the type face and margins should remain the same. Tabular items produced by computer programs such as SPSS may need to be reduced to fit within margins, but the

font size should be no smaller than 8 points for digitizing. Extensive data such as textual collations should be submitted on CD because of insufficient print area.

SELECTED BIBLIOGRAPHY

Series

Cole, R. Dennis. (2000). *Numbers: An exegetical and theological exposition of Holy Scripture*. *New American Commentary*, vol. 3B. Nashville: Broadman & Holman.

[APA. Note that in NOBTS style the volume title precedes the series title.]

Cole, R. Dennis. *Numbers: An Exegetical and Theological Exposition of Holy Scripture*. NAC 3B. Nashville: Broadman & Holman, 2000. [SBL]

Cole, R. Dennis. *Numbers: An Exegetical and Theological Exposition of Holy Scripture*. New American Commentary 3B. Nashville: Broadman & Holman, 2000. [Turabian]

Book Chapter

Ramelli, I. L. E. (2011). Unconditional forgiveness in Christianity? Some reflections on ancient Christian sources and practices. In C. Fricke (Ed.), *The ethics of forgiveness: A collection of essays* (pp. 30-48). New York, NY: Routledge. [APA]

Ramelli, I. L. E. "Unconditional Forgiveness in Christianity? Some Reflections on Ancient Christian Sources and Practices." Pages 30-48 in *The Ethics of Forgiveness: A Collection of Essays*, ed. C. Fricke. New York: Routledge, 2011. [SBL]

Ramelli, I. L. E. "Unconditional Forgiveness in Christianity? Some Reflections on Ancient Christian Sources and Practices." In *The Ethics of Forgiveness: A Collection of Essays*, ed. C. Fricke, 30-48. New York: Routledge, 2011. [Turabian]

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The selected bibliography should be placed after the text and appendixes and precede the CV. If subdivided by types of sources, the selected bibliography should follow the heading style used in the text of the dissertation. However, omitting subdivisions may facilitate locating sources, which should be alphabetized by the last names of the authors. In Turabian and SBL style, repeated entries for the same author should replace the author's name with a 3-em line (_____), which is the length of a half-inch indent. The line cannot replace a single author but represents all authors in the previous entry. Successive books by an author are arranged chronologically in APA and alphabetically in SBL and Turabian. The articles *a*, *an*, and *the* are disregarded in determining the order of titles.