ASSIGNMENT STYLE GUIDE

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Table of Contents

Introduction

This Style Guide for NCIU degree essays deals with the most common matters related to writing papers. It is predominantly based on:

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th ed. Chicago: University of Chicago Press, 1996.

If you have questions beyond this Style Guide, please contact the Registrar on registrar@newcovenant.edu.

You are expected to adhere to the guidelines given in this Style Guide, but you don't have to observe this manual slavishly. It is very important, however, that you are consistent.

1 General Information

- All assignments should be written in a word processor such as Microsoft Word with a line spacing of 1.5 lines and justified alignment or left alignment depending on your preference.
- The font size should be 12 points in the body text and 10 points in footnotes. Use Arial or Times New Roman as the font.
- Every page should be printed only one-sided. Set the following document margins: left 4 cm (1.5 inches), right 2.5 cm (1 inch), top 2.5 cm (1 inch) and bottom 2.5 cm (1 inch).
- All pages should be numbered consecutively (except the cover page). Right align the page number.
- Put your name and the title of your assignment in the header (except the cover page). Right align it.
- Insert a blank line after each heading and paragraph and two blank lines after the final paragraph of a section, i.e. before a new heading.
- Assignments should be submitted electronically using the following naming convention:
  SurnameFirstName-ModuleName.docx
  Example: StrateJörg-WorldReligions.docx

2 Assignment Components

Cover Page   Must contain all required information (see the Sample Cover Page at the end).

Table of Contents   Shows the structure and gives a brief overview of the assignment content. Every heading should be numbered.

Essay Body Text   Consisting of Introduction, Main Section, and Conclusion.

Appendix (if required)

Bibliography

3 Assignment Content

3.1 Introduction

Every assignment should start with an introduction, i.e. with information about:

- the objective of the paper;
- the topic of the paper (short description);
- the structure and organisation of the paper (main chapter and "leitmotif").

Ensure that the introduction is not too long. Half a page should be sufficient. Keep it short and sweet. The reader only needs to know what the essay is about and what to expect. The writer's motivation for writing the paper is not relevant. This is different for the thesis though where reasons for choosing a topic can be named.

3.2 Main Section

Proceed as follows:

- Organise the text into several chapters and subchapters. This will allow the reader to follow your train of thought with ease.
- Divide a chapter or subchapter with decimals, such as 1.1.1 1.1.2.

- Each chapter heading should indicate clearly what subject is dealt with in that particular section. At the end of a chapter, make a link to the following chapter. The reader should know in advance why a new chapter starts and what topics it will cover.
- The specific subject of the paper (expressed for example as a question) must be kept in mind ("leitmotif"). It is usually helpful to define a subject narrowly.

3.3 Conclusion

The conclusion should sum up your findings and end with a statement answering the leitmotif question or raise further questions.

4 Footnotes

1. Footnotes should contain only minor information, i.e. whoever reads the assignment should be able to understand it without consulting the footnotes. Footnotes should therefore only consist of references to the literature and additional notes, secondary thoughts or further explanations of special questions which would distract too much from the main subject of the assignment.
2. Footnotes—however short they may be—should be treated like complete sentences, i.e. they start with a capital and end with a full stop.
3. Use a font size of 10 points and single line spacing.

5 Quotations
5.1 Use

1. Every text that is taken from one of the sources (e.g. books) without modification has to be marked clearly as a quotation by means of "quotation marks." Insert a footnote[1] where you should specify the source.

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[1] The number refers to the footnote. Modern word processors automatically number footnotes consecutively.

2. Every text that replicates the meaning of the source information without literal quote also has to have a footnote, e.g. "I agree with Hesselgrave's view which describes... ."[2]

3. If you summarize the text of an author in a longer section, it is useful to inform the reader about this, e.g.: "I will now summarize briefly the role of culture in communication as explained in chapter 7."

Please make sure that you don't just recount a source passage and portray it as if it were your thoughts. If in doubt, insert footnotes in between to indicate new source passages.

5.2 Format

5.2.1 Books

5.2.1.1 Components

When you quote a work for the first time in your text, supply the following details in the footnote:

Name of author(s) [COMMA] Title [COLON] subtitle, if any [COMMA] Name of editor, compiler, or translator, if any [COMMA] Number or name of edition, if other than the first [COMMA] Name of series in which book appears, if any, with volume or number in the series [LEFT PARENTHESIS] Place of publication [COLON] Name of publishing agency [COMMA] Date of publication [RIGHT PARENTHESIS] [COMMA] Page number(s) of the specific citation [FULL STOP].

5.2.1.2 Further Explanation

Name of author	Present the name in normal order, i.e. given name before family name.
	For a work by two or three authors, give the full names in normal order, separating the names of two authors with *and* and those of three authors with commas, the last comma followed by *and*.
	If a work has more than three authors, cite only the name of the author given first on the title page and follow it

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2   David J. Hesselgrave, *Communicating Christ Cross-Culturally: An Introduction to Missionary Communication*, 2d ed. (Grand Rapids: Zondervan, 1991), 126.

	with *et al.*
	If a work is produced by editors, their names are given in place of authors' names and followed by the abbreviation *ed.* or *eds.* (for several).
Title of work	Italicize the title, place a colon between title and subtitle, place a comma after a book title unless it is followed immediately by parentheses enclosing the publication details.
Name of editor, etc.	If in addition to the name of an author the title page contains that of an editor, translator, or compiler, that name follows the title, preceded by a comma and the appropriate abbreviation: *ed.* or *trans.* or *comp.*
Place of publication	Follow the place of publication with a colon if a publisher is given, with a comma if only the date follows. If no place is given, write *n.p.* (*n.p.* can also stand for "no publisher"; if the place and publisher are missing, *n.p.* with the date is sufficient.
Publisher	A full name like "Alfred A. Knopf, Inc." can be abbreviated to "Knopf".
Date of publication	If no date is given, write *n.d.*
Page number	Do not include *p.* or *pp.* unless their absence causes confusion. Give exact page numbers and do not use *f.* or *ff.*

5.2.1.3 Examples

David J. Hesselgrave, *Communicating Christ Cross-Culturally: An Introduction to Missionary Communication*, 2d ed. (Grand Rapids: Zondervan, 1991), 129; 132-135.

Ralph D. Winter and Steven C. Hawthorne, eds. *Perspectives on the World Christian Movement: A Reader*, 3d ed. (Pasadena: William Carey Library, 2003), 312.

J. Rodman Williams, *Renewal Theology: Systematic Theology from a Charismatic Perspective*, vol. 1, *God, the World, and Redemption* (Grand Rapids: Zondervan, 1988), 51.

5.2.1.4 Repetition

If you repeat a source, you can abbreviate its specification as follows:
Author [COMMA] Title [COMMA] Page Number(s) [FULL STOP].

Example: Hesselgrave, *Communicating Christ Cross-Culturally*, 145.

Do not use *ibid.* (*ibidem* = in the same place).

5.2.1.5 Articles in an Edited Book

Articles in a book that is edited by one or more persons should be given as follows:
Ralph D. Winter, "The New Macedonia: A Revolutionary New Era in Mission Begins," in *Perspectives on the World Christian Movement: A Reader*, eds. Ralph D. Winter and Steven C. Hawthorne (Pasadena: William Carey Library, 2003), 320.

5.2.2 Periodicals

Include the following details:
Author(s) [COMMA] Title of article [IN QUOTATION MARKS] [COMMA] Title of Periodical italicized followed by Volume or Issue Number followed by the Publication Date in parentheses [COLON] Page Numbers(s) [FULL STOP].

Example: Mary Ritch, "A Moroccan Tradition," *Southern Morocco Mission Magazine* (May 1920): 6.

5.2.3 Articles in Encyclopaedias and Dictionaries

Specify the name of the encyclopaedia or dictionary, the edition, the entry preceded by *s.v.* (*sub verbo*) and the name of the author, if any.

Example: Encyclopaedia Britannica, 11th ed., s.v. "Blake, William," by J. W. Cosyns-Carr.

5.2.4 Electronic Documents

Follow the format indicated for periodicals and in addition specify the type of electronic document (CD-ROM, DVD, Kindle, etc.) and the publishing details. For e-readers give a percentage value or other progress indicators to indicate a traditional page.

Example: Arnold H. Remtema, "World by 2000: A Model for Ministry Networking," *Light the Window: Praying Through the Nations of the 10/40 Window* [CD-ROM] (Colorado Springs: AD2000 & Beyond, 1999).

5.2.5 Internet Articles

To cite files available on the WWW, give the author's name, the full title of the work, in quotation marks; the title of the complete work (if applicable), in italics; any version or file numbers; and the date of the document or last revision (if available). Next, list the protocol (e.g., "http") and the full URL, followed by the date of access in parentheses.

Example:

Lauren P. Burka, "A Hypertext History of Multi-User Dimensions," MUD History, 1993, http://www.utopia.com/talent/lpb/muddex/essay (accessed on August 22, 2024).

5.2.6 Use of Artificial Intelligence (AI)

You have to reference or acknowledge the use of generative AI. An example of an acknowledgement is: "The list of available resources on this topic was facilitated by the use of ChatGPT". For content generated by the AI, provide a citation that includes the name of the AI, the version (if applicable), the organisation that created it (e.g., OpenAI for ChatGPT), and the date of access. It is also a good practice to mention in a footnote that the content was AI-generated.

Example:

ChatGPT-4, OpenAI. (2024). AI-generated content accessed on August 22, 2024.

6 Bibliography

The bibliography should be divided into subsections if various types of resources have been used. This is almost always the case now because much is available on the world wide web. Subsections could be: Books, Articles, Magazines, Websites (without having to state the date of access), Songs, Poems, Works of Art, etc.

A bibliography contains much the same material as a first, full note reference, but with the following differences (illustrated in the examples below):

1. It is single-spaced with one blank line between entries. The first line of each entry is flush left, and any runover lines are indented by 1 cm (0.4 inch).

2. In contrast to a footnote, in the bibliography the family name comes first because bibliographies are arranged in alphabetical order. Where there are two or more authors' names, only the first is inverted in contrast to footnotes.

3. Whereas commas and parentheses separate the elements in a footnote, in a bibliography entry periods are used at the end of each main part.

4. If no author is named, the first letter of the title determines where it appears in the alphabetical order.

5. In a succession of works by the same author, the name is given for the first entry, and substituted by an eight-space line followed by a period in subsequent entries.

EXAMPLES:

Evangelical Missions Quarterly, ed. James W. Reapsome.

Hesselgrave, David J. *Communicating Christ Cross-Culturally: An Introduction to Missionary Communication*. 2d ed. Grand Rapids: Zondervan, 1991.

_____. *Planting Churches Cross-Culturally: North America and Beyond*. 2d ed. Grand Rapids: Baker, 2000.
Williams, J. Rodman. *Renewal Theology: Systematic Theology from a Charismatic Perspective*. Vol. 1: *God, the World, and Redemption*. Grand Rapids: Zondervan, 1988.

Winter, Ralph D. and Steven C. Hawthorne, eds. *Perspectives on the World Christian Movement: A Reader*. 3d ed. Pasadena: William Carey Library, 2003.

7 Diagrams and Tables

1. Diagrams and tables should be numbered consecutively.
2. The headings of diagrams or tables must accurately describe the content. Label columns and rows precisely. Notes and source information should be placed immediately below the diagram or table.
3. Diagrams, tables etc. should complement the text. If the required information is longer, put it into an appendix (e.g. legal texts or photocopies of statistics).

8 Abbreviations of Bible Books

Please use the following abbreviations for Bible books taken from this universally accepted standard reference book:

Schwertner, Siegfried N. *IATG[2] = Internationales Abkürzungsverzeichnis für Theologie und Grenzgebiete: Zeitschriften, Serien, Lexika, Quellenwerke mit bibliographischen Angaben = International glossary of abbreviations for theology and related subjects: periodicals, series, encyclopaedias, sources with bibliographical notes.* 2. überarbeitete und erw. Aufl. Berlin; New York: W. de Gruyter, 1992.

You can but do not have to use a dot following these abbreviations, e.g. Am.; you should be consistent however, i.e. always use a dot or never.

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Acts    Acts of the Apostles
Am      Amos
Bar     Baruch
Bel     Bel and the Dragon
1 Chr   1 Chronicles
2 Chr   2 Chronicles
Col     Colossians
1 Cor   1 Corinthians
2 Car   2 Corinthians
Dn      Daniel
Dt      Deuteronomy
Eccl    Ecclesiastes
Eph     Ephesians
Est     Esther
Ex      Exodus
Ez      Ezekiel
Ezr     Ezra
Gal     Galatians
Gn      Genesis
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Hb       Habakkuk
Heb      Hebrews
Hg       Haggai
Hos      Hosea
Is       Isaiah
Jas      James
Jb       Job
Jdt      Judith
Jer      Jeremiah
Jgs      Judges
Jl       Joel
Jn       John
1 Jn     1 John
2 Jn     2 John
3 Jn     3 John
Jon      Jonah
Jos      Joshua
Jude     Jude
1 Kgs    1 Kings
2 Kgs    2 Kings
Lam      Lamentations
Lk       Luke
Lv       Leviticus
Mal      Malachi
1 Mc     1 Maccabees
2 Mc     2 Maccabees
Mi       Micah
Mk       Mark
Mt       Matthew
Na       Nahum
Neh      Nehemiah
Nm       Numbers
Ob       Obadiab
Phil     Philippians
Phlm     Philemon
Prv      Proverbs
Ps       Psalms
1 Pr     1 Peter
2 Pr     2 Peter
Rom      Romans
Ru       Ruth
Rv       Revelation
Sir      Sirach
1 Sm     1 Samuel
2 Sm     2 Samuel
Song(Sg) Song of Songs
Sus      Susanna
Tb       Tobit
1 Thes   1 Thessalonians
2 Thes   2 Thessalonians
Ti       Titus
1 Tm     1 Timothy
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2 Tm     2 Timothy
Wis      Wisdom
Zec      Zechariah
Zep      Zephaniah
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9 Commonly Used Abbreviations in Scholarly Texts

Abbreviation	Full Word[3]	Meaning
act.	active	
app.	appendix	
art.	article	
b.	born	
bk.	book	
c.	copyright	
ca.	*circa*	about, approximately
cf.	*confer*	compare
chap.	chapter	
col.	column	
comp.	compiler; compiled by	
d.	died	
dept.	department	
div.	division	
ed.	editor; edition; edited by	
e.g.	*exempli gratia*	for example
et al.	*et alia*	and others
etc.	*et cetera*	and so forth
et seq.	*et sequentes*	and the following
fig.	figure	
ibid.	*ibidem*	in the same place
id.	*idem*	the same (person)
i.e.	*id est*	that is
l.	line	
n.d.	no date	
no.	number	
n.p.	no place; no publisher	
n.s.	new series	
o.s.	old series	
p.	page	
par.	paragraph	

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[3] Italicized words are Latin.

Abbreviation	Full Word	Meaning
sec.	section	
suppl.	supplement	
s.v.	*sub verbo, sub voce*	under the word
trans.	translator; translated by	
v.	verse	
viz.	*videlicet*	namely
vol.	volume	
vs.	*versus*	against

10 Sample Cover Page

New Covenant International
University & Seminary

Course: Hebrew Thinking

Course No.: BBS4N1603

Mentor: Dr. Jörg Strate

Essay

Subject: How Hebrew Thinking Has Changed the Way I Read the Bible

Submitted by:

Family name
Given name
Address

Place, date

11 Grading

A+ 100-96%	B+ 87-84%
A 95-92%	B 83-80%
A- 91-88%	B- 79-76%
C+ 75-72%	D+ 63-60%
C 71-68%	D 59-00% (Fail)
C- 67-64%	I = incomplete