

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 Church Ministry

John Q. Student
BA, Johns Hopkins University, 2010
MDiv, New Orleans Baptist Theological Seminary, 2013
ThM, New Orleans Baptist Theological Seminary, 2017
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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 listing the guidance committee, which the ReDOC office will insert into the final copies.]

[See [instructions on the Program Materials page](#) regarding inserting blank pages to force parts to start on odd-numbered pages.]

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, 2023
Faculty Supervisor: Jeffrey B. Riley, Professor of Ethics

The purpose of the dissertation was to analyze. . . . [double space the text]

NOTES:

1. Provide a succinct, descriptive account of your work indicating your problem, method of research, and results.
2. An APA abstract can have no more than 250 words.
3. Include pertinent place names, names of persons (in full), and other proper nouns. These are useful in automated retrieval.
4. Write in complete sentences, preferably in third person, active voice.
5. Do not print a page number on the abstract pages, although they are counted in the page count.
6. Use the rank title of your faculty supervisor as it appears on his or her faculty web page. Do not include administrative titles such as Associate Dean of Research Doctoral Programs.

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.

Document text should be in the proportional Times New Roman 12 point font, although footnotes may be in 10-point Times New Roman 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 the nonproportional Courier New font. The smallest allowable font size for figures is 9-point. Note that only one space follows a punctuation mark.

Margins and Page Numbers

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 the dissertation must be 1" for submission to ProQuest. 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. All page numbers must be centered.

**Centered Headings Should Be No Longer Than
Forty-Eight Nonproportional Characters
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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 numbers of the copyright page, dedication, abstract, vita, and blank pages 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 at the top of the page. First pages of chapters and major elements must be odd, recto pages.

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 Although style guides may allow the

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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 must restart with each chapter. Footnote numbers should not be placed on titles or headings. Notes within tables are indicated by superscripted letters with content placed beneath the table rather than at the bottom of the page among text notes.

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. Without this code, the separator line would be a double space below the last line of the 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 8.27).

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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. 195). Table data can be numerical or verbal. Tables, figures, and appendixes are numbered according to their order of mention in the dissertation.

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 (to landscape), the header row must be repeated on the second page. Pages with broadside tables must maintain the 1" left margin, but the page numbers should appear in the usual portrait orientation. The table heading should be along the binding edge.

Single spacing is permissible to limit a table to one page (see APA 7.13). 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 ^a	F2005	100
Gutted	S2006	28
Plumbed	F2006	45
Wired	S2007	54
Rewalled	F2007	61
Painted	S2008	73

Note: $N = 134,069$.^a Table notes are indicated by letters and placed beneath the table, not numbered among chapter notes.**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.

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SELECTED BIBLIOGRAPHY

Series

Cole, R. Dennis. (2000). *Numbers: An exegetical and theological exposition of Holy Scripture*.

New American Commentary, vol. 3B. Broadman & Holman. [APA]

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

Note that the volume title precedes the series title. Series titles are not italicized.

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). Routledge. [APA]

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