DMIN WRITING RESOURCE LIST

TURABIAN-STYLE FORMATTING

FOOTNOTES — DMIN PROJECT DISSERTATION WRITING GUIDE

Footnote formatting must reflect Turabian standards.

- Footnotes are numbered consecutively for each chapter.
- Indent footnotes on the first line.
- Single spacing is required for footnotes with a blank line between each citation.
- Footnotes may not under any circumstances be in a typeface smaller than 10 points.
- Footnotes may retain the superscript number represented by its quote within the body. Though Turabian manual shows footnote numbers that are not superscripted and are followed by a period, the SEU DMin program requires superscripted numbers with no periods.

BOOKS — *TURABIAN 17.1*

BASIC FORMAT

Author First Name and Last Name, *Title* (Location of Publisher: Publisher Name, Year of Publication), page number(s).

[1] Leonard Sweet, *Rings of Fire* (Colorado Springs, CO: NavPress, 2019), 12.

EDITOR OR TRANSLATOR IN ADDITION TO AUTHOR TURABIAN 17.1.1.1

Author First Name and Last Name, *Title*, ed. Editor First Name and Last Name (Location of Publisher: Publisher Name, Year of Publication), page number(s).

[2] C.K. Barrett, *Black's New Testament Commentaries: The First Epistle to the Corinthians*, ed. Henry Chadwick (Peabody, MA: Hendrickson Publishers, Inc, 2006), 42.

EDITOR OR TRANSLATOR IN PLACE OF AN AUTHOR TURABIAN 17.1.1.2

Editor/Translator First Name and Last Name, [ed. or trans.], *Title* (Location of Publisher: Publisher Name, Year of Publication), page number(s).

[3] Donald Stamps, ed., *The Full Life Study Bible King James Version* (Grand Rapids, MI: Zondervan Publishing House, 1992), 28.

BOOK WITH MORE THAN ONE EDITION TURABIAN 17.1.3

Author First and Last Name, *Title*, [Rev. ed., Repr., or Ordinal Number ed.]. (Location of Publisher: Publisher Name, Year of Publication), page number(s).

[4] John Swinton and Harriet Mowat, *Practical Theology and Qualitative Research*, 2nd ed. (London, UK: SCM Press, 2016).

BOOK THAT IS PART OF A MULTI-VOLUME WORK TURABIAN 17.1.4

Author/Editor First and Last Name, *Title of Series,* vol. [Number], *Title of Specific Volume* (Location of Publisher: Publisher Name, Year of Publication), page number(s).

[5] Walter A. Elwell, ed., *Baker Encyclopedia of the Bible,* vol. 1, *A-I* (Grand Rapids, MI: Baker Publishing Group, 1988), 33.

BOOK THAT IS PART OF A SERIES TURABIAN 17.1.5

Author First and Last Name, *Title of Book*, Series Title (Location of Publisher: Publisher Name, Year of Publication), page number(s).

[6] I. Howard Marshall, *Acts: An Introduction and Commentary*, Tyndale New Testament Commentaries (Downers Grove, IL: IVP Academic, 2008), 12.

BOOK CHAPTER — TURABIAN 17.1.8

Author First and Last Name, "Chapter Title," in *Book Title* (Location of Publisher: Publisher Name, Year of Publication), page number(s).

[7] Frederick Grant, "The Origin of the Gospel of Mark," in *The Earliest Gospel* (New York: Abingdon Press, 1943), 43.

ELECTRONIC BOOKS — TURABIAN 17.1.10

Author First Name and Last Name, *Title* (Location of Publisher: Publisher Name, Year of Publication), page number(s), [URL, Commercial Database, or E-Book Source].

[8] Patrick Lencioni, *The Advantage: Why Organizational Health Trumps Everything Else in Business* (San Francisco, CA: Jossey-Bass, 2012), 75, Kindle.

JOURNAL ARTICLES — *TURABIAN 17.2*

JOURNAL ARTICLE WITH A DOI — TURABIAN 17.2

Author First Name and Last Name, "Article Title," *Journal Title* [Volume Number], no. [Issue Number] (Publication Month/Season and Year): page number(s), doi.

[9] Leslie J. Francis, Andrew Village, and S. Anne Lawson, "Impact of Covid-19 on Fragile Churches: Is the Rural Situation Really Different?" *Rural Theology* 18, no. 2 (November 2020): 72-78, https://doi.org/10.1080/14704994.2020.1818391.

JOURNAL ARTICLE FROM A COMMERCIAL DATABASE — TURABIAN 17.2

Author First Name and Last Name, "Article Title," *Journal Title* [Volume Number], no. [Issue Number] (Publication Month/Season and Year): page number(s), Commercial Database.

[10] Tim Hartman, "The Depth and Breadth of Emergence Christianity: A Theological and International Perspective," *Currents in Theology and Mission* 42, no. 2 (April 2015): 97-104, Atla Religion.

WEBSITE CONTENT WITHOUT AN AUTHOR TURABIAN 17.5.1

MODIFICATION DATE

"Webpage Title," Website Title, last modified Month, Day, Year, URL.

[11] "Playgrounds & Temples: An Interview with N.T. Wright," The Classical Difference, last modified January 21, 2022, https://www.classicaldifference.com/playgrounds-temples-an-interview-with-n-t-wright/.

ACCESSION DATE

"Webpage Title," Website Title, accessed Month, Day, Year, URL.

[12] "What is Servant Leadership?" Greenleaf Center for Servant Leadership, accessed September 15, 2022, https://www.greenleaf.org/what-is-servant-leadership/

PUBLICATION DATE

"Webpage Title," Website Title, [Publication Date], URL

[13] "Infidelity Statistics," Couples Academy, November 2, 2022, https://couplesacademy.org/infidelity- statistics/.

WEBSITE CONTENT WITH AN AUTHOR TURABIAN 17.5.1

MODIFICATION DATE

Author First and Last Name, "Webpage Title," Website Title, last modified Month, Day, Year, URL.

[14] Rick Warren, "Forget Church Growth, Aim for Church Health," Pastors.com, last modified May 20, 2016, https://pastors.com/health-not-growth/.

ACCESSION DATE

Author First and Last Name, "Webpage Title," Website Title, accessed Month, Day, Year, URL.

[15] Hartford Institute for Religion Research, "Megachurch 2020," Hartford Institute for Religion Research, accessed July 22, 2022, http://hirr.hartsem.edu/megachurch/2020_Megachurch_Report.pdf.

PUBLICATION DATE

Author First and Last Name, "Webpage Title," Website Title, [Publication Date], URL.

[16] Daniel A. Cox, "The Decline of Church Membership," American Enterprise Institute, April 19, 2019, https://www.aei.org/politics-and-public-opinion/the-decline-of-church-membership/.

BLOG POST — TURABIAN 17.5.2

Author First Name and Last Name, "Blog Post Title," *Blog Title* (blog), Publication Date, URL.

[17] Rachel Rupert, "The Future of the Church & Giving: A Millennial's Perspective," *Christian Stewardship Network* (blog), February 4, 2021, https://www.christianstewardshipnetwork.com/blog/2021/2/3/the-future-of-the- church-amp-giving-a-millennials-perspective.

DISSERTATIONS — *TURABIAN 17.7.1*

DISSERTATION FROM PROQUEST — TURABIAN 17.7.1

Author First Name and Last Name, "Dissertation Title" ([PhD, DMin, EdD, or DMiss] diss., University, Publication Year), page number(s). ProQuest Dissertations and Theses Global.

[18] Christopher Jordan Wilson, "Clergy Leadership Styles: The Effects of Leadership Practices on Growth in Urban Church of God Churches in Alabama" (DMin diss., South University, 2018), 42. ProQuest Dissertations and Theses Global.

Author First Name and Last Name, “Dissertation Title” ([PhD, DMin, EdD, or DMiss] diss., University, Publication Year), page number(s). URL

[19] Anthony Sparrow, “From Infancy to Maturity: Effective Discipleship Practices of Nazarene Churches” (DMin diss., Asbury Seminary, 2017), 73. https://place.asburyseminary.edu/ecommonsatsdissertations/1127.

Headings are used to organize your writing and give it a hierarchical organization (arranged according to importance). One of the most important reasons for the use of heading levels is to help the readers to navigate the paper.

- Create a subhead for each section and use the same font size and style every time you use that level of subhead.
- Chapter headings are the only heads that should use center alignment. Chapter headings should be in all caps.
- Subheads should use left-alignment. And not underlined.
- Subheads do not need a period at the end (except in rare usage of Level 4).
- Put more space before a subheading (two blank lines) than after (open blank line, or double line spacing).
- Never end a page with a subhead (not counting footnotes).
- First-level heads should be more eye-catching (such as bold) than second-level heads.

Level of Heading	Alignment	Typeface	Capitalization	Placement
Level 1	Centered	Bold	UPPER CASE (all caps)	On its own line
Level 2	Left-justified	Italics	Capitalize Each Word (title case)	On its own line
Level 3	Left-justified	Standard Type	Sentence case	On its own line
Level 4	Left-justified	Italics	Sentence case	Not on its own line, ending with period.

GRAMMAR AND MECHANICS

USE OF THIS AND THESE

Don't use the demonstrative pronouns "this" or "these" as a noun or the subject of a sentence.

- Either rephrase your sentence or pair the pronoun with a noun.
    - **Don't:** This demonstrated... ["This" is used as a demonstrative pronoun, and it is unclear what "this" is.]
    - **Do:** This study demonstrated... ["This" is used as a demonstrative adjective, and it is clear what "this" is: a study.]

COMMAS

Review comma usage rules. The following resources may be helpful:

- Rules for Using Commas (Grammarly Blog)
- Extended Rules for Using Commas (Purdue OWL)
- Turabian 21.2

Capitalization can be a challenging issue for dissertation writers. In attempting to emphasize a point, frequently some will put the words in all capital letters. This practice is unacceptable. Many times, authors are also unsure of when to capitalize certain words, especially when it comes to Christian writing where the writer often feels as though holy concepts should be capitalized. Here is a sampling of common words that should or should not be capitalized:

- The Twelve (but the twelve disciples)
- The apostle Paul (but the Apostle to the Gentiles)

- The Word
    - All words referring to the Bible are capitalized, including Scriptures, Scripture, Good Book, Bible, etc.
    - However, when using Bible in a figurative sense, as when referring to a "craftsman's bible" or manual, the word bible is lowercased.
    - Also, when using a derivative of the word, such as "scriptural" or "biblical," the word is lowercased.

- The Law (when referring to the Pentateuch) (but the law of Moses and Mosaic law)

Review capitalization rules. The following resources may be helpful.

- English Capitalization Rules (Grammarly Blog)

- Turabian Chapter 22

USE OF SUBORDINATE CONJUNCTIONS

Use subordinating conjunctions appropriately.

"While" is most appropriately used for a clause describing something time-bound rather than to introduce a contrast. "Although" and "though" are better suited for introducing contrasting ideas.

The following resource may be helpful:

- What is a Subordinating Conjunction? (Grammarly Blog)

HYPHENATION

Review hyphenation rules. The following resources may be helpful:

- Hyphen Use (Purdue OWL)
- How to Use a Hyphen Correctly (Grammarly Blog)
- Turabian 21.7.1

USE OF SEMICOLONS

Review semicolon rules. The following resources may be helpful:

- 5 Ways to Use a Semicolon (Grammarly Blog)
- Using Semicolons (University of Wisconsin – Madison)
- Turabian 21.3

USE OF COLONS

Review colon rules. The following resources may be helpful:

- When to Use a Colon (Grammarly Blog)
- Turabian 21.4

FLOW

FLOATING QUOTES

Where possible, avoid using floating quotes, or "quotations which seem to have been thrown into a paragraph randomly, without any explanation."[1] The following resources may be helpful:

- "Floating Quotations and Quotation Punctuation: Easy-to-Fix Errors in Writing" (Clarkson University)
- "Quotations" (University of North Carolina at Chapel Hill)

COLLOQUIAL LANGUAGE

Use formal, scholarly language. The following resources may be helpful:

- Reducing Informality in Academic Writing (George Mason University)
- Signposting Language for Improving Cohesion (George Mason University)
- Academic Voice (University of Arizona Global Campus)

[1] Lauren Streeter, "Floating Quotations and Quotation Punctuation: Easy-to-Fix Errors in Writing," Common Problems, accessed March 7, 2024, https://sites.clarkson.edu/cuwrite/wp-content/uploads/sites/19/2019/06/quotations-1.pdf

USING “IT” AND “THERE”

Avoid using “it” or “there” as the subject of a sentence. Formal academic writing should be precise. Whenever possible, rephrase your sentence to avoid using these words as subjects.