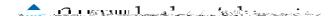
Andrews University Standards for Written Work

MAPM Edition

Revised and edited by Terry Dwain Robertson



Berrien Springs, Michigan 2019

Section 1 General Rules

This manual is intended as a guide in writing papers in connection with course work. It sets forth format requirements that are unique to Andrews University.

Font: Use Times New Roman 12 pt. for everything. (If the default font size for footnotes is 10 pt., that is acceptable.)

Margins: O D U J La Quanda De Ott Questified, ragged right margins

Spacing: All text is double spaced. Block quotations are single spaced. No extra spaces between paragraphs.

Block Quotations: Single spaced and indented one-quarter inch. (A block quotation is a direct quote of five or more lines).

Paragraphs First line is indented one-half inch.

Sub-heads: A paper is more readable when the chapters are divided into sections, which in turn may be divided into subsections. Readability is further enhanced by the titles customarily given to these sections and subsections. Such titles, called subheadings, must be used in the correct order.

- 1. The most important subheadings, called first-level subheadings, are centered and placed in boldface.
- 2. Second-level subheadings are centered and in text type; they are not in boldface.
- 3. The third level begins at the left margin and is in boldface.
- 4. Subheads are written in headline style. That is, all words have initial caps except coordinate conjunctions, articles, prepositions, and "to" when used as part of an infinitive.
- 5. A subhead cannot be the last line on a page. At least one line of text, preferably two, must appear after the subhead.

Page Numbering: Page numbers are placed bottom center of the page.

Italics: Place in italics (never underlining) foreign words and titles of books, journals, and magazines. Italics for emphasis should be used very sparingly.

Title Page: See example.

Table of Contents: Not required for term papers.

First Page of Paper: 7 L W O H L Q D 60 con the \$00 6f the Whage.

Bibliographical Entries: Section 3 of this manual has some examples of entries that are typical of the theology discipline. Apply the following rules for bibliographical entries:

- 1. Bibliographic entries should appear in one alphabetical list.
- 2. Use hanging indent. Runover lines in bibliographic entries are indented one-half inch.
- 3. Entries are single spaced; a double space appears between entries.
- 4. Every source (except Bible versions and personal communications) used in the text must be referenced in the bibliography.

Section3 Examples of Footnotes and Bibliography Entries

In the examples below, the first entry is a footnote citation, the second the bibliography entry, and the third is for subsequent uses of the same title. For examples for ancient works, commentaries, dissertations and correspondence, and others specialized references, see the Turabian list LQ W \$ Q B C V 8 Q L Y H U V L W \ 6 W D \$ 6 D H G G L [R U : U L W W H

Books

One author

¹Mary Lederleitner, : R P H Q L Q * R G (Downlers Wirkle, RIQ InterVarsity Press, 2018), 54.

Lederleitner, Mary. : RPHQ LQ * RG. Powners Wrove, RLQInterVarsity Press, 2018.

⁹Lederleitner, : RPHQ LQ * RG,¶¾ 0LVVLRQ

Two or three authors

² Jerome H. Neyrey and Eric Clark Stewart, The Social World of the Newstament: Insights and Model(Peabody, MA: Hendrickson, 2008), 134.

Neyrey, Jerome H., and Eric Clark Stewart. The Social World of the Newestament: Insights and ModelsPeabody, MA: Hendrickson, 2008.

¹⁵Neyrey and Stewart, Social World of the N∏65.

Periodicals

Magazines

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Journals

17 3 * HUDUG 'DPVWHHJW 3'HFRGLQ Ne QUFVLFHRQWH UD 67 16 HQVL Andrews University Seminary Studi(ASUS) 54, no. 2 (Fall 2016): 239.

'DPVWHHJW 3 * HUDUG 3'HFRGLQJ \$ QLFVLFHRQY VAA boll 1200 MOSG HQVLDQ 1 University Seminary Studies, no. 2 (Fall 2016): 237-258.

42 'DPVWHHJWQJ3'\$HOFFRLGHLQW:DOGHQVLDQ1DPHV´

Reference Works

Unsigned Articles

³⁵SeventHay Adventist Encyclopedia V Y ³. LQJVZD\ &ROOHJH ´

Seventiday Adventist Encyclopediaevised ed. 2 vols. Hagerstown, MD:

Sample Title Page

Andrews University

Seventh-day Adventist Theological Seminary

WITNESSING IN THE GOSPEL OF JOHN

A Paper

Presented in Partial Fulfillment
of the Requirements of the Course NTST521
Gospels

by

Timothy Smith

December 5, 2019

A SOCIAL EPISTEMOLOGY OF THEOLOGICAL INQUIRY

Introduction

The Social in the Publit of Knowledge

Traditional epistemology has struggled with the issues of how the individual knows something. A predominate understanding views the mind as like a library where knowledge is shelved and made accessible through complex organizations. But discussion has developed over the role society has in knowledge production. The study of how social factors LQIOXHQFH WKH SHUVRQ¶V GHYHORSPHQW RI NQRZOHGJH L knowledge. Social epistemology takes this stion a step further.

Steve Fuller frames the issue of social epistemology as follows:

The fundamental question of the field of study II social epistemology is: How should the pursuit of knowledge be organized, given that under normal circumstances knowledge is pursued by many human beings, each working on a more or I societies body of knowledge and each equipped with roughly the same imperfect cognitive capacities, albeit ZLWKYDU\LQJGHJUHHVRIDFFHVVWRRRQHDQRWKHU¶V

Much of the discussion on these issues has taken place in the discipline of thyeahisto SKLORVRSK\RIVFLHQFH WKH DUHD RI 6WHYH)XOOHU¶V ZF these questions to other fields such as education and the social sciences. However, I have yet to ILQG D VWXG\HQWLWOHG 37K@R6JRLFIDDDO, QSTLXVLWHPRORJ\RI7K

) RUWKHRORJLFDO LQTXLU\WKHQWKH TXHVWLRQQRV the pursuit of a knowledge of God be organized, given that under normal circumstances

¹ Steve FullerSocial Epistemology^{2nd} ed. (Bloomington, Ind.: Indiana University Press, 2002), 3.