

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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October 2018

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

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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. Jeffrey B. Riley, Professor of Ethics

The purpose of the dissertation is. . . .

[Note that APA requires no more than 250 words, and all numbers must be expressed as numerals. ProQuest no longer has a word limit.]

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.

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

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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.

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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 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. 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 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.

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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" left margin, 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 9 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.

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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. Nashville: Broadman & Holman. [APA]

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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]

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