

This style submission checklist must be turned in with both the initial style reading and the defense draft. Students whose submissions do not generally conform (a minimum of 5 areas of non-compliance to this checklist) to the Southern Seminary style manual will have their submissions returned to them to be corrected and then resubmitted for a style reading. The resubmission fee is \$250.00 for a rejected defense draft.

- _____ 1. Correct font and font size (10 to 12 point for notes/12 point for everything else). You are not required to use 10 point for notes. Some software defaults to 10 point when it inserts notes, but you may change this default to 12. Notes are easier to read at 12 point. Review font guidelines in the SBTS manual.
- _____ 2. All pages accounted for as listed in the SBTS doctoral guidelines.
- _____ 3. All pages in compliance with the models in the SBTS guidelines (including copyright page title page, approval sheet, appendices, abstract, vita).
- _____ 4. Footnote and bibliography formats in compliance with models found in chapters 16 and 17 of Turabian (9th ed.) and in the SBTS manual. NOTE: Footnote placement set at “below text, as indicated in the SBTS manual (5th ed.), rather than the MS Word “bottom of page” placement can prevent footnotes that jump to the wrong page.
- _____ 5. Left and right margins of 1.25” on all pages of manuscript.
- _____ 6. Indentation of 0.7” for each new paragraph and first line of each footnote.
- _____ 7. Indentation of 0.35” for left margin of all block quotations and the second and subsequent lines of a bibliography entry.
- _____ 8. Single spacing for all block quotations and *within* each footnote and bibliography entry (with double spacing *between* footnotes and bibliography entries). Remember that “single” means “exactly 12 point” and “double means “exactly 24 point.”
- _____ 9. Correct top margin of 2” from the top of the page to the top of the first line of type on the first page of each section—table of contents, lists (if any) in preliminary pages, preface, chapters, appendices, bibliography, abstract, vita.
- _____ 10. Correct top margin of 1” from the top of the page to the top of the first line of type on the second and subsequent pages of each section.
- _____ 11. Correct abbreviations for biblical book names—as indicated in the SBTS manual (5th ed.), pp. 44-45.
- _____ 12. Pages numbered consecutively from the first page of the actual text as p. 1 through the last page of the bibliography. (Preliminary pages are numbered with small roman numerals. See the SBTS guidelines.) Put all page numbers bottom center.
- _____ 13. Footnotes starting anew with number 1 in each chapter.
- _____ 14. Each work in every chapter given full citation the first time it appears in that chapter. In other words, use no shortened format for any work until you have cited that work in full previously in the same chapter.
- _____ 15. Consistent inclusion or omission of state abbreviation with same city of publication in both notes and bibliography entries. In other words, don’t put IL with Downers Grove in some places but not others. See Turabian (9th ed.) 17.1.6.1 for guidelines about which state abbreviations to include and which to omit.
- _____ 16. Shortened format notes in compliance with SBTS preference—author’s last name, title of the source minus any subtitle, relevant page numbers—NOT just author’s last name plus page numbers. “Ibid.” may be used when a note refers to the same source as the immediately preceding note or “Ibid.” plus a page number if the source is the same but the page different. Notice that “ibid.” is an abbreviation and is always followed by a period, even if you add a comma and a page number: Ibid., 46. Some professors prefer that you skip *ibid.* and use the author’s last name/main title/page no. format for all references to a work once it is cited in full previously in the same chapter. Ask your supervisor’s preference. No page may have *ibid.* as the first or only note on the page. Use *ibid.* only when a previous note on the same page indicates the source to which *ibid.* refers.
- _____ 17. Correct spacing above and below all subheadings—two single-spaced lines above any subheading that follows text and one line below any centered and side subheadings. You cannot achieve two single-spaced lines by hitting the enter key twice when the computer is set for double spacing; if you do so, you will get *three* blank

lines. Instead, you will have to set the correct spacing to be automatic above subheadings (no, I can't tell you how to do this) or switch to single spacing and then hit the enter key twice, type the subheading, and the switch back to double spacing. If you are using the templates provided at the SBTS library web site, this spacing should be set, but you will need to confirm it is correct.

18. Three blank lines separating all tables and figures from text above and/or below.
- _____ 19. No line of a centered title or subheading exceeding 4". (Use two single-spaced lines if necessary, in an inverted pyramid.) No line of a side subheading exceeding 3". (Use two or more single-spaced lines, each starting at the left margin.)
- _____ 20. No bold print in the manuscript except for subheadings and the label "APPROVAL SHEET" on that page. No colored ink without a special exemption from the RDS Office. Ask the style reader for details.
- _____ 21. Bibliography entries in correct alphabetical order of the authors' last names. Reverse only the first author's name. Coauthors' names appear in normal order. Multiple works by the same author may be put in further alphabetical order by the first main word of each title.
- _____ 22. No justified right margin anywhere in manuscript.
- _____ 23. Spell-check used on everything. But do not trust spell-check completely. Be sure to spell your supervisor's name correctly! Also be aware that spell-check does not "read" words typed in all capital letters (for example, dissertation title, chapter titles, and appendix titles) unless you change the auto-correct format to do so.
- _____ 24. Every work cited in a note appears in the bibliography as well—with same form of author's name, same form of title, same publication information. You are supposed to use the form of the author's name as it appears on the title page of the work you are citing. For an author who does not use the same form of his or her name on all works, see *The Chicago Manual of Style* (17th ed.), 14.72.
- _____ 25. Each entry in the table of contents has the right page number once all other editing is done.
- _____ 26. All instructions in the comments with the Library templates have been followed, including those for the dissertation's Table of Contents (download the template again to read through the comments and instructions).
- _____ 27. One space between the footnote number and the first word of the footnote.
- _____ 28. Edition numbers not superscript—for example, 3rd rather than 3rd.

I have read the above checklist and revised my style submission to conform to the Southern Seminary style manual. I understand that if I have not complied adequately, I will be charged a resubmission fee (\$250.00 for a rejected defense draft).

Student Signature

Date