

Andrews University Standards for Written Work

MAPM Edition

Revised and edited by Terry Dwain Robertson



Berrien Springs, Michigan
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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: 1" on the left, 1" on the right, 1" on the top, 1" on the bottom. Justified, 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 O O n the top of the page.

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.

Section 3

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.

Books

One author

¹Mary Lederleitner, *Downers Grove* (Downers Grove, IL: InterVarsity Press, 2018), 54.

Lederleitner, Mary. *Downers Grove*. Downers Grove, IL: InterVarsity Press, 2018.

⁹Lederleitner, *Downers Grove*, 54.

Two or three authors

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

Neyrey, Jerome H., and Eric Clark Stewart. *The Social World of the New Testament: Insights and Models*. Peabody, MA: Hendrickson, 2008.

¹⁵Neyrey and Stewart, *Social World of the NT*, 65.

Periodicals

Magazines

¹⁶ . HYLQ - 9 DQKRR]HU Christianity Today, November 2018, 46.

9DQKRR]HU .HYLQ - Christ the Faithful (July-November 2018).

¹⁹ 9DQKRR]HU ³&RUH ([HUFLVHV '

Journals

¹⁷ 3 *HUDUG 'DPVWHHJW ³'HFRGLQJ \$QLVLRQWHUDOGHQVL
Andrews University Seminary Studies 54, no. 2 (Fall 2016): 239.

'DPVWHHJW ³ *HUDUG ³'HFRGLQJ \$QLVLRQWHUDOGHQVLDQ 1
University Seminary Studies, no. 2 (Fall 2016): 237-258.

⁴² 'DPVWHHJWQJ³'HFRGLQW :DOGHQVLDQ 1DPHV '

Reference Works

Unsigned Articles

³⁵Seventhday Adventist Encyclopedia V Y ³.LQJVZD\ &ROOHJH '

Seventhday Adventist Encyclopedia Revised 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

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A SOCIAL EPISTEMOLOGY OF THEOLOGICAL INQUIRY

Introduction

The Social in the Pursuit 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 organizational structures. But discussion has developed over the role society has in knowledge production. The study of how social factors influence the production and distribution of knowledge. Social epistemology takes this discussion a step further.

Steve Fuller frames the issue of social epistemology as follows:

³The fundamental question of the field of study 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 less defined body of knowledge and each equipped with roughly the same imperfect cognitive capacities, albeit

Much of the discussion on these issues has taken place in the discipline of the history of ideas. I have yet to apply these questions to other fields such as education and the social sciences. However, I have yet to apply these questions to the pursuit of a knowledge of God be organized, given that under normal circumstances

¹ Steve Fuller, *Social Epistemology* 2nd ed. (Bloomington, Ind.: Indiana University Press, 2002), 3.