

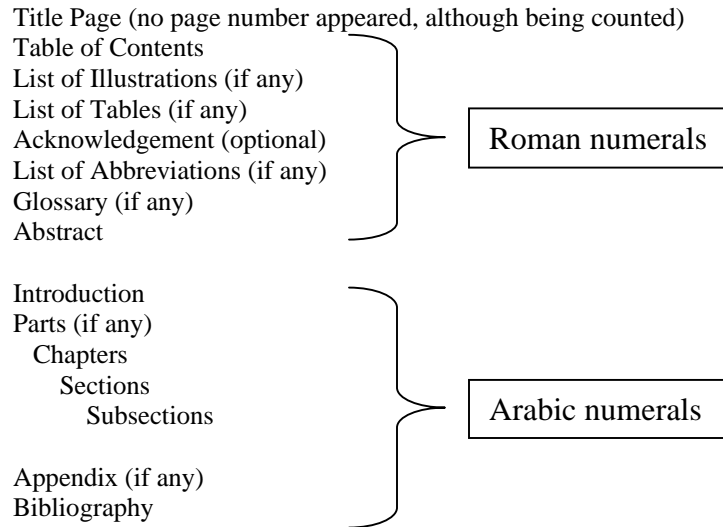
## GUIDELINES FOR D.MIN PROFESSIONAL PAPER

D. Min. regulations require that you deposit a copy of your professional paper in the library for binding. The library requests that you observe the following guideline in the draft you submit to the library:

1. Margins – *See Hand-Out (1)*
  - a. Left margin (1.5 inches); Right margin (1 inch).
  - b. Top and bottom margins: 1.25 inches, except for the title page and the first pages of parts and chapters, which should be 1.5 inches from the top of the page.
  - c. This sheet is prepared with those margins.
2. Footnotes should be at the bottom of the page. Bibliography must be at the end of the paper. Use the 6<sup>th</sup> edition of A Manual for Writers of Term Papers, Theses, and Dissertations (Turabian) for footnote and bibliographic citations. However, you can choose other style manual consulting with your advisor (eg. *SBL*). **Keep in mind that you must use a selected style consistently.** *See Hand-Out (2)*
3. Line-Spacing – *See Hand-Out (4)*
  - a. Double: All the basic text (Abstract, Acknowledgement)
  - b. Single: Footnote, Bibliography, Indent Block quotation, Appendix.
4. Font – *See Appendix B*
  - a. Set the size 12 (optional- footnote: 10-12).
  - b. Headings (Parts/Chapters) are capitalized.
  - c. No style except subheadings.
5. Pagination – *See Hand-Out (3) and (4); See Appendix A*
  - a. Roman numerals for the Title of Contents (starts with ii), Abstract, Acknowledgement.
  - b. Arabic numerals for Body, Appendix, Bibliography.
  - c. Put all page numbers at the bottom of pages.
6. Paper: Use cotton bond paper (at least 25% cotton; 100 % cotton is preferred). Such paper may be called Business or Dissertation bond paper. This sheet of paper is 100% cotton. *See Hand-Out (5)*
7. Presentation. Submit the paper in a folder or an envelope. Do not weaken the paper with staples or punch holes.

## APPENDIX

### A. Arrangement of Contents w/Pagination (Follow this order)



### B. Hierarchy of Sections w/Font Style

PART I. REPLACE WITH YOUR PART TITLE  
(IF ANY; TAKE ONE PAGE)

CHAPTER 1.  
REPLACE WITH YOUR CHAPTER TITLE

**Subheadings First Level (Centered, Bold, and Capitalized First Initials)**

Subheadings Second Level (Centered and Capitalized First Initials)

**Subheadings Third Level (Sided, Bold, and Capitalized First Initials)**

Subheadings fourth level (Sided and Capitalized only first initial)

*Subheadings fifth level.* Run-in heading at the beginning of paragraph with italicized font and a period at the end.