RESEARCH PAPER TITLE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A [Type of Work]

Presented to

Dr. [Professor’s Name]

[The Southern Baptist Theological Seminary OR Boyce College]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In Partial Fulfillment

of the Requirements for [course number]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

by

[First Middle Last Name]

[SBTS Email Address]

[Date of Submission]

\*I affirm the honor code.

Research Paper title

This sample research paper has been formatted according to [*The Southern Seminary Manual of Style*, 5th edition](https://sbtswriting.squarespace.com/resources/). The body of your text should be formatted to 12 point Times New Roman font, exactly 24 point leading (see *Manual of Style* 1.2 “Font” and 1.3 “Line Spacing”). For more information what is expected in a research or position (QEP) paper, see *Manual of Style* chapter 2 “Research Paper Style Guidelines,” the [Research Paper Example](https://sbtswriting.squarespace.com/resources/), and the [Theological Writing Instructions](http://www.sbts.edu/writing/). If you need help using this template, you can view the [Template Tutorial Video](https://www.youtube.com/watch?v=bU_EcheH_Kw&feature=youtu.be). See also the [Bible Citations blog](https://sbtswriting.squarespace.com/blog/2018/10/17/bible-references-citations-and-translations-a-how-to-guide) for help with citing biblical texts.

This is an example of a block quotation (see *Manual of Style* 2.8 “Indentations”). A quote must be 5 lines or longer to qualify as a block quotation. Indent the left margin of a block quotation 0.35 inch, and continue to use 12 point font. Do not italicize block quotations unless the original is italicized. The block quotation is automatically formatted via the style “Block Quotation” on the “Styles” menu (on the “Home” tab). Do not indent the first line of a block quotation unless it is indented in the original text. If the text you are quoting is indented, add an additional 0.35 inch indentation to the first line. Leave one blank line both before and after the block quotation. When you hit enter, you will return to “Body of Text” style.[[1]](#footnote-2)

Hit “backspace” if you are continuing your paragraph from above, otherwise the style will automatically indent following a block quotation and you will begin a new paragraph. Continuing the previous paragraph may cause the cursor to start at the left margin for the next paragraph. Select the “Body of Text” style to resume proper formatting.

# First-Level Subheading

First-level subheadings should have two empty lines before them and one empty line after them. Spacing *before* = 12 point, “line spacing” = “exactly 24 point leading,” and “Left” and “Right” indentation = 1.25 inch. When you want to create a first-level subheading, go to the ribbon, click “Home,” go to the “Styles” portion of the ribbon, and locate “First-Level Subheading” style. Click it and type your subheading. Once you hit enter, you will automatically switch to “Body of Text” style. See *Manual of Style* 2.7.1 “First-Level Subheading.”

## Second-Level Subheading

Like first-level subheading, second-level subheadings should have two empty lines before them and one empty line after them. Spacing *before* = 12 point, “line spacing” = “exactly 24 point leading,” “Left” indentation = 0, and “Right” indentation = 3.5 inch. When you want to create a second-level subheading, go to the ribbon, click “Home,” go to the “Styles” portion of the ribbon, and locate “Second-Level Subheading” style. Click it and type your subheading. Once you hit enter, you will automatically switch to “Body of Text” style. See *Manual of Style* 2.7.2 “Second-Level Subheading.”

### Third-level subheading. When you want to create a third-level subheading, go to the ribbon, click “Home,” go to the “Styles” portion of the ribbon, and locate “Third-Level Subheading” style. Click it and type your subheading. Once you have completed the subhead, click the “Bold” button to turn it off and continue with your paragraph. Once you hit enter to create a new paragraph, it will automatically switch to “Body of Text” style.

# Greek and Hebrew

Following *Manual of Style* 1.2 “Font,” students are to use [SBL BibLit](http://www.sbl-site.org/educational/BiblicalFonts_SBLBibLit.aspx) for Greek, Hebrew, and English text in any paper using Greek and/or Hebrew. Typing in Hebrew and Greek requires that you install the relevant keyboards (see instructions for [Microsoft](http://support.microsoft.com/kb/258824) or [Mac OS X](http://support.apple.com/kb/HT5140)). The use of Unicode Hebrew and Greek fonts in Bible software and other digital resources make a successful copying and pasting of the necessary text a possibility, even if the source does not use the same fonts required by the style manual. Simply highlight the copied text and apply the “SBL BibLit” character style to it.

\*Honor Code: I have written this paper exclusively for [course number]. If I received any editing or proofreading advice, I have made all such corrections myself. I have also documented each paraphrase, direct quotation, and borrowed idea in compliance with the Turabian and SBTS style manuals.

bibliography

Pennington, Jonathan T. *The Southern Seminary Manual of Style*. Louisville: Southern Baptist Theological Seminary Office of Doctoral Studies, 2012.

1. Footnotes should be 10 or 12 point font, indented 0.7 inch, single-spaced (i.e., 10 or 12 point leading), and have a blank line before the text (see *Manual of Style* 2.9 “Footnotes”). Footnotes are automatically formatted via the style “Footnote Text” on the “Styles” menu (on the “Home” tab). For footnote citation style requirements, see *Manual of Style* chapter 5 “Footnote and Bibliographic Forms” and the [SBTS Citation Quick Guide](https://sbtswriting.squarespace.com/resources/). [↑](#footnote-ref-2)