

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 Church Ministry

John Q. Student
BA, Johns Hopkins University, 2016
MDiv, New Orleans Baptist Theological Seminary, 2019
ThM, New Orleans Baptist Theological Seminary, 2021
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ACKNOWLEDGMENTS

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.]

NOTE: SBL does not indent the first paragraph of each section.

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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, 2024
Faculty Supervisor: Alan Bandy, Professor of New Testament and Greek

The purpose of the dissertation is. . . .

[APA 2.9: Abstracts normally are limited to no more than 250 words.]

NOTES:

1. No page number should appear on the abstract.
2. Spell the name of your supervisor 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 heading. 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.

Most authors prefer the polished appearance of the proportional Times New Roman font (12 point). Nonproportional fonts have the advantage of spacing every character equally, so Courier New should be used for dot leaders and the space before page numbers in the table of contents so that dots align vertically. Note that only one space follows a punctuation mark.

Margins

The top line of print on the first page of each chapter should be 2" from the top of the paper; the 1" top margin of the table of contents is an exception. All margins on subsequent pages should measure 1". ProQuest software automatically adjusts margins along the binding edge for double-sided final copies. Because all four edges of the document are cropped in the binding process, no print, such as page numbers, should intrude into the margins of any page, including the appendixes.

**Centered Headings Should Be No Longer Than
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Note that a triple space separates this paragraph from the following subheading. A heading at the top of the page should appear to be a double space below the page number, which WordPerfect formats by default but Word and other programs may need to have adjusted. The spacing relative to the top of the page is the same for a heading as for text. No additional blank line should precede the heading as when the heading occurs elsewhere on the page. Spacing between paragraphs should be the same as spacing within paragraphs, merely a double space.

The purpose of following APA and SBL style guides is to prepare students to submit articles to professional journals in their fields. Although APA format uses a double space between sections for articles and seminar papers, PhD dissertations should follow the spacing in this sample document. Eliminating the running head from the dissertation also will contribute to the finished appearance of this final document.

**Side Subheadings Should Extend No Further
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This spacing gives a clean, distinctive organization to the page. Be sure to follow your style guide concerning format of headings and subheadings. APA dictates the appearance of headings and subheadings; Turabian offers a hierarchy of level formats, which you must choose in a descending order. Do not combine two types of emphasis; use either bold or italic. Bold is preferred.

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.

Pagination

Page numbers for front matter such as acknowledgments, contents, and lists of tables and figures are positioned at the bottom center of each page and are in lowercase roman numerals. Page iii will be the approval page signed by the guidance committee and inserted by the ReDOC office. Note that the copyright page, dedication, and abstract page numbers do not appear on the pages. The number on the first page of each chapter should appear in arabic numerals at the bottom center of the page. Numbers on subsequent pages should be centered at the top of the page. All major elements must begin on odd-numbered pages. If a chapter ends on an odd-numbered page, a blank page must be inserted before beginning the next chapter.

Footnotes

The footnote options need to be adjusted so that footnotes are placed beneath the text rather than at the default position at the bottom of the page. Although Turabian allows the footnote number to be a 12-point arabic numeral followed by a period, NOBTS style footnotes use superscripted numbers with no period. One space should follow the footnote number. Note that footnote numbering restarts with each chapter.

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this code, the separator line would have been a double space below the last line of the previous paragraph.

Block Quotes

At times a cogent passage from a notable source expresses a consummate point.

Substantial quotes should be in block format according to the form and guidelines below.

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.¹

Tables

Tables must be separated from text by three blank lines (two double spaces). They should be placed as close as possible following their initial mention in the text. Tables are numbered according to their order of mention in the text, as are appendixes. Single spacing is permissible to limit a table to one page. Do not repeat all table data in the discussion but mention salient points only.

Eliminate internal and side rules to create an open table style. Lines should be limited to horizontal lines before and after the header row and at the bottom of the table. If a table is too long to fit on the remainder of a page, text that follows the table should be used to fill the page

¹If 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.

Table 1

Useless Katrina Home Rebuild Data in APA Format

Stage of completion	Semester and year	Percentage 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.

unless a new section follows the table. Remaining text can be inserted two double spaces below the table. Table notes should be indicated with superscript letters, and notes are placed beneath the table rather than at the bottom of the page with the footnotes.

Appendices

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 number listed on the table of contents, but the page numbers should not appear on the title pages.

Appearance of appendixes can vary. Items can be single spaced or double spaced, but the type face and margins should remain the same. An eight-point font is the smallest allowable size. Tabular items produced by computer programs such as SPSS may need to be reduced to fit within margins. Extensive data such as textual collations can be submitted on CD.

SELECTED BIBLIOGRAPHY

Cole, R. Dennis. *Numbers: An Exegetical and Theological Exposition of Holy Scripture*. NAC 3B. Nashville, TN: Broadman & Holman, 2000. [SBL format]

Noll, Mark A. *Turning Points: Decisive Moments in the History of Christianity*. Grand Rapids: Baker, 1997. [Turabian]

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). Routledge. [APA]

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The selected bibliography should be placed after the text and appendixes and precede the CV. If subdivided by types of sources, the selected bibliography should follow the heading style used in the text of the dissertation. However, omitting subdivisions may facilitate locating sources, which should be alphabetized by the last names of the authors. Repeated entries for the same author should replace the author's name with a 3-em line (—), which is the length of a half-inch indent.