



LANCASTER BIBLE COLLEGE

YOUR JOURNEY. OUR FOCUS.

PHD PROGRAM STYLE PROTOCOLS

The APA Manual, 6th edition (2010 – Second Printing), provides the basic framework for papers completed in the Graduate programs of Lancaster Bible College. As such, students should note the following common concerns in writing papers, unless otherwise considered by the professor.

*Note: LBC Protocols that are DIFFERENT than APA protocols are marked with ****

Table of Contents

RESEARCH PAPERS	1
General Formatting	1
Headings	1
Paper Contents.....	2
Title Page.....	2
SAMPLE Title Page.....	3
First Page of Text & SAMPLE	4
References (in-text citations)	5
Direct Quotations	6
Reference List	7
SAMPLE Reference List.....	8
<i>Capitalization Checklist</i>	9

RESEARCH PAPERS

General Formatting

- Times New Roman font and 12 point type are utilized.
- Papers have 1” margins, top and bottom, left and right.
- Papers are double spaced, (except for indented block quotes and references).
- ***Page numbers appear in the right corner of the header, beginning with the first page of the body of the paper as page 1. Pages prior to the body (excluding the title page) are numbered with lowercase roman numerals (i, ii, iii, etc.)
- ***APA’s Running Head is *not* utilized.

Headings

- Headings establish the hierarchy of sections in a research paper.
- Topics of equal importance have the same levels of heading throughout the paper.
- Only one subsection within a section is unacceptable. Reorganization and/or rephrasing can remove the need for division.
- Five levels of heading are available (though not required)

Level of Heading	Format
1	Centered, Boldface, Uppercase and Lowercase Heading
2	Flush left, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading ending with a period.
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i>
5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>

Paper Contents

- All papers include a title page, body, and references.
- Some papers also include an abstract, table of contents, list of tables and figures, and appendices as determined by individual professors.

Title Page***

- Each line of the title page is horizontally centered.
- The sum of the information on the title page is vertically centered,
- The title of the paper appears in all CAPS. Title lines more than four inches long are divided. No line is more than five inches long. Lines are arranged in inverted pyramid form with double-spacing between the lines.
- The sections of the title page are divided by solid lines 18 spaces long.
- Triple spacing precedes and follows each separator line.
- In addition to the title, the title page lists the name of the professor, the name of the school, the student's name, and the date of the assignment. Double spacing separates lines.

Sample Title Page

THE CONCEPTUALIZATION AND PERCEPTION OF SERVANT
LEADERSHIP IN CHRISTIAN HIGHER EDUCATION

A Paper

Presented to

Dr. Bill Peterson

Lancaster Bible College

In Partial Fulfillment

Of the Requirements for LSP 906

Leadership and Management Theory

by

John Jones

June 15, 2012

First Page of Text***

- The title of the paper begins one inch from the top of the page, printed in all CAPS in normal mode (not bold, italics, or with underlining). If the title requires more than one line, they are single-spaced.
- Two spaces separate the title from first line of text.
- The page number on the first page of text is “1” (title page not counted).

Sample First Page

REACTION PAPER 6: ADULT LEARNING THEORIES

Experiential theory refers to learning by doing. Typically, this approach includes both activities and evaluation of activities for learning facilitation in a collaborative environment. This protocol encourages the development of particular skills and knowledge. Although the approach can be a powerful means of both learning and remembering, it probably requires the most work from the instructor, who must create learning activities that adequately achieve learning objectives.

References

- Each paraphrased or quoted resource is cited with a parenthetical reference (rather than a footnote) and a corresponding entry in a reference list (instead of a bibliography).
- In-text citations use an author-date citation format.

In-text citations

- Citations include the surname of the author and the year of publication.

Example

Abuse of this principle can lead to over-commitment and burnout on the part of volunteers (Harris, 1996).

OR

Harris (1996) points out that abuse of this principle can lead to over-commitment and burnout on the part of volunteers.

Direct quotations

- Direct quotes fewer than 40 words are incorporated into the text, enclosed with double quotation marks, and cited with the author, year, and page number.
- Quotations longer than 40 words are displayed as a block paragraph with no quotation marks and proper citation. ***Each line of a block quote is indented.

NOTE: In text, the word “and” substitutes for the ampersand [&].

Example of Direct Quote (Less than 40 Words)

Those considered highly resourced in these areas are often more competitive in volunteer markets because they have, among other things, more “knowledge, organizational skills, and discretionary time” (Wilson & Musick, 1999, p. 247).

OR

Wilson and Musick (1999) suggest that those who would be considered highly resourced in these areas are often more competitive in volunteer markets because they have, among other things, more “knowledge, organizational skills, and discretionary time” (p. 247).

Reference List

- The word “References” is centered at the top center of the page.
- All references are listed in APA format.
- Entries appear with a hanging-indent (first line flush with left margin; following lines indented).
- ***All lines of an entry are single-spaced.
- ***Double-spacing separates entries.
- Titles are written in sentence format, capitalizing only the first word of titles and subtitles, proper nouns, and the first word after a colon.
- References are alphabetized and ordered in a systematic order:
 - by surname (last name)
 - then by first initial
 - then by chronological order of publication (oldest first)
- Basic formats include books and journal articles:
 - Books:

Author(s). (Year of Publication). *Title of book*. City, State: Publisher.

- Articles:

Author, A. A., Author, B. B., & Author, C. C. (Year of publication). Title of article. *Title of Periodical*, volume (issue), page range. doi:xx.xxxxxxx

Sample Reference Page

References

- DeGraaf, D., Tilley, C., & Neal, L. (2004). Servant-leadership characteristics in organizational life. In L. Spears & M. Lawrence (Eds.), *Practicing servant-leadership: Succeeding through trust, bravery, and forgiveness* (133-165). San Francisco, CA: Jossey-Bass.
- Ebener, D., & O'Connell, D. (2010). How might servant leadership work? *Nonprofit Management & Leadership, 20*(3), 315-335. doi:10.1002/nml.256
- Eicher-Catt, D. (2005). The myth of servant-leadership: A feminist perspective. *Women and Language, 28*(1), 17-25.
- Elmer, D. (2006). *Cross-cultural servanthood.* Downers Grove, IL: InterVarsity.
- Gilley, J., & Gilley, A. (2005). Developmental-servant leadership for human resource professional. In R. Sims & S. Quatro (Eds.), *Leadership: Succeeding in the private, public, and not-for-profit sectors* (239-259). Amonk, NY: Sharpe.
- Greenleaf, R. (1977). *Servant leadership: A journey into the nature of legitimate power and greatness.* New York, NY: Paulist.
- Hu, J., & Liden, R. (2011). Antecedents of team potency and team effectiveness: An examination of goal and process clarity and servant leadership. *Journal of Applied Psychology, 96*(4), 851-852. doi:10.1037/a0022465
- Nouwen, H. (1989). *In the name of Jesus.* New York, NY: Crossroad.
- Taylor, T., Martin, B., Hutchinson, S., & Jinks, M. (2007). Examination of leadership practices of principals identified as servant leaders. *International Journal of Leadership in Education, 10*(4), 401-419. doi:10.1080/13603120701408262
- Waterman, H. (2011). Principles of 'servant leadership' and how they can enhance practice. *Nursing Management, 11*(9), 24-26.
- Wren, J. (1995). *The leader's companion: Insight on leadership through the ages.* New York, NY: Free Press.
- Wright, N. (2010). *After you believe.* New York, NY: HarperCollins.

Capitalization Checklist

CAPITALIZATION CHECKLIST

Acts of the Apostles
 AD (*anno Domini*)—precedes date, avoid using with centuries
 the Almighty
 ancient Near East
 ante-Nicene fathers
 Apocrypha, apocryphal
 an apostle, the apostles, Apostle Paul
 ark (Noah's)
 ark of the covenant
 BC (before Christ)—follows date
 BCE (before the common era)—follows date
 the Beatitudes
 Bible, biblical; also see Scripture
 book of Job
 catholic (universal), Catholic (Roman Catholic Church)
 century—spell out numbers in the text (the twentieth century, twentieth-century theology;
 note that when the century term is an adjective, it is hyphenated)
 chapter 5 (note that the chapter number is a numeral, not a word)
 CE (common era)—follows date
 Christian (both noun and adjective)
 Christian era
 Christology, christological
 Church—capitalize in titles (First Baptist Church, Roman Catholic Church, Church of
 England), lower case for universal church (the church, a Baptist church, the
 Methodist church)
 the Dark Ages
 day of Pentecost, day of judgment, Day of the Lord
 the Decalogue
 Deuteronomy, deuteronomic, the Deuteronomist
 the Diaspora, diaspora Jews
 epistle—lower case when not a title (this epistle, these epistles)
 the Epistles—capitalize for the whole group in the New Testament and in titles (the
 Epistle of James, the First Epistle of John, the Pastoral Epistles)
 the exile (the Babylonian captivity)
 the exodus
 the fall
 the fall of Rome
 the Father, our heavenly Father, the fatherhood of God
 the Fathers, church fathers
 the flood
 Gentile(s) (noun and adjective)

Gnosticism, gnostic (noun and adjective)
 gospel—the good news
 Gospel—capitalize when referring to one of the gospels (Gospel of Mark, the Fourth Gospel, the synoptic Gospels, the Gospel)
 hell
 Holy Week
 judgment day
 kingdom of God
 Koran—use Qur'an instead
 law of Moses, the Law (the Pentateuch)
 Lord's Supper
 medieval, medieval theology
 the Messiah (Christ), messianic
 Middle Ages, late Middle Ages, the High Middle Ages
 Mishnah
 Near Eastern
 neo-Classicism
 Nicene Creed
 parable of the Good Samaritan (etc.)
 Passover
 Pentateuch
 Pharisee(s)
 Protestant
 Psalm 45; a praise psalm, twenty-third Psalm; in parentheses and footnotes: Ps. 23; Pss. 21-26
 Qu'ran
 Reformation
 Renaissance
 Scripture (when referring to the Bible), the Scriptures, scriptural, scripture (general reference to religious writings)
 the second coming
 Sermon on the Mount
 the Son, Son of God, Son of Man
 Sunday school
 the Supper
 Ten Commandments
 the Word, the Word of God (for Jesus or the Bible)