

ASIAN THEOLOGICAL SEMINARY, NEPAL

FORMAT FOR TERM PAPERS OR ASSIGNMENTS

All work must be the student's original and typed in standard academic format. Term papers are to be submitted by the last day of class before the final exam. Any sources used must be properly cited with footnotes and a bibliography. The structure should follow thesis-writing standards. Below are the key formatting guidelines.

1. Typesetting Format

- **Font:** Times New Roman
- **Font Size:**
 - Main text: 12-point
 - Footnotes: 10-point
 - Headings: Increase by 1 point for each level above the body text
- **Spacing:**
 - Main text: 1.5 line spacing
 - Footnotes: Single-spaced
 - Leave one line of space before starting a new heading.
- **Margins:**
 - Top and bottom: 1.0 inch
 - Left (inside): 1.5 inches
- **Text Alignment:** Justify-aligned
- **Paragraphs:**
 - Start flush with the left margin
 - Leave **one line space** between paragraphs
- **Paragraph Length:** 5–8 lines per paragraph
- **Lines per Page:** 25–28 (including spacing)
- **Page Numbers:** Bottom-right corner of each page

2. COMPONENTS OF TERM PAPERS OR ASSIGNMENTS:

A standard term paper should include the following components:

- Title Page
- Table of Contents
- Introduction
- Body (organized with headings and subheadings)
- Footnotes (for citations)
- Conclusion
- Bibliography

3. FORMAT FOR FOOTNOTES AND BIBLIOGRAPHY

Footnotes:

Footnotes are used to cite sources at the bottom of the page. Below are sample formats for both print and electronic sources:

¹ Wayne Grudem, *Systematic Theology* (Grand Rapids: Zondervan, 1994), 85.

² *Ibid.* (Short for *ibidem*, meaning "in the same place.") Used when citing the same source and same page number as the immediately preceding footnote.

³ *Ibid.*, 86. (Used when citing the same source but a different page number.)

⁴ Craig S. Keener, *Gospel of Matthew*, 123. (Used when a different source appears between; do not use *Ibid.* in this case.)

⁵ "Genesis 12:1–3: Moving Beyond Exclusively Christian Readings of the Shared Testament," *Academia.edu*, accessed May 7, 2025, https://www.academia.edu/19502421/Gen_12_1_3_Moving_beyond_exclusively_Christian_Readings_of_the_Shared_Testament.

Bibliography:

A bibliography lists all sources cited or consulted and is placed at the end of the paper. Authors' names appear with the last name first, and all entries should be listed in alphabetical order. For example:

Grudem, Wayne. *Systematic Theology*. Grand Rapids: Zondervan, 1994.

"Genesis 12:1–3: Moving Beyond Exclusively Christian Readings of the Shared Testament." *Academia.edu*. Accessed May 7, 2025. https://www.academia.edu/19502421/Gen_12_1_3_Moving_beyond_exclusively_Christian_Readings_of_the_Shared_Testament.

4. QUOTATION GUIDELINES

1. Punctuation

- Place quotation marks **outside** periods and commas.
 - *Example:* Jesus said, "Man shall not live by bread alone."

2. Placing Footnote Numbers

- If a **footnote number** is placed at the end of a quotation, it must appear **immediately after** the closing quotation mark and **before** any punctuation, **unless** that punctuation is a period or comma. In such cases, the footnote number goes **after** the punctuation.
 - *Examples:*
 - "The covenant was established with Abraham."¹
 - "This doctrine is central to Reformed theology,"¹ he argued.
- **Scripture references** should follow **immediately** after the quotation.
 - *Example:* "But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you." (Matt.6:33).
- **Hyphen and Em Dash Usage:** there is **no space** on either side of a hyphen or Em dash.
 - **Hyphens** (-) are used within compound words, such as *well-known* or *God-given*.
 - **Em dashes** (—) are used to set off or emphasize parts of a sentence. They do **not** have spaces on either side.
- **Scripture Reference Ranges:** Use a **semicolon** to separate passages from different books. *Example:* Isa.30:21; Dan.3:14; Rom.12:1-3; Rev.2:2-3

3. Block Quotations

- Use block format for quotations exceeding five lines.
- Indent both left and right margins by half an inch.
- Font size: 12-point (same as the main body text).
- Use single spacing within the block quotation.
- Omit quotation marks in block quotations; place footnote numbers after punctuation.
- Italics may be used for emphasis or for foreign words.

5. TABLE OF CONTENTS GUIDELINES: Follow **Turabian style** from *A Manual for Writers of Research Papers, Theses, and Dissertations*.

Sample Heading Structure:

1. **FIRST MAJOR HEADING (CHAPTER)**

1.1 Subheading of the first level

1.1.1 Subheading of the second level

1.1.1.1 Subheading of the third level

6. SEPARATOR AND FOOTNOTE FORMATTING

- A separator is a short horizontal line at the bottom of the page that separates the main text from footnotes.

Footnote formatting:

- Indent the first line of the footnote by **0.5** inch.
- Use a **hanging indent** for any line that wraps.
- Footnotes should be aligned left and use **single spacing**.¹

¹ Wayne Grudem, *Systematic Theology* (Grand Rapids: Zondervan, 1994), 120.