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A

Presented to

Dr.

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

In Partial Fulfillment

of the Requirements for

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

by

This sample paper has been formatted according to *The Southern Seminary Manual of Style*. The body of your text should be formatted to 12 point Times New Roman font, either double spaced or exactly 24 point leading (see 1.2 “Font” and 1.3 “Line Spacing”).

This is an example of a block quotation. The “Block Quotation” style is formatted to indent the left margin 0.35 inch. Do not indent the first line of a block quotation unless it is indented in the text you are quoting. If the text you are quoting is indented, you will want to add an additional 0.35 inch indentation to the first line. See 2.8 “Indentation and 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

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 2.7.1 “First-Level Subheading.”

## Second-Level Subheading

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 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 *The Southern Seminary Manual of Style* section 1.2 “Font,” students are to use SBL BibLit for Greek, Hebrew, and English text in any paper using Greek and/or Hebrew. This font must be downloaded and installed on your computer. 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. Additionally, it is possible to activate or download and install multiple keyboard layouts on an operating system that permit users to type in different languages.

bibliography

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

1. [↑](#footnote-ref-2)