MSOP WRITING INSTRUCTIONS
(MANUSCRIPT STYLE)

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Please read the following information in a careful manner and please adhere fully to the guidelines so that the paper you submit can be better prepared and uniformly produced. The basic standard for the manuscript is set forth in **MLA Handbook for Writers of Research Papers**; (Sixth edition, Joseph Gibaldi).

1. Please use the King James or American Standard versions only, except for comparison or because one is quoting another author. **The first Bible reference is written as (John 3:16; KJV) or (John 3:16; ASV) but not in bold type as is this sentence, which was done here for emphasis.** No other reference is needed for the reader to know whether one used the KJV or ASV. In the WORKS CITED section one writes: [in italics]: *The Holy Bible: King James Version*. Print. or *The Holy Bible: American Standard Version*. Print. (The H in Holy is used to place this reference in proper alphabetical order in the list.)

2. Please do not turn in an outline, for a manuscript is required.

3. Do not place any headings at the left margin. All such are to be centered and written with all capital letters. There should be the word, INTRODUCTION, on the first page and later the word CONCLUSION will be the last heading. **All headings are in bold-faced type.**

4. Please capitalize all pronouns referring to Deity and to Scripture. Also capitalize Christian and Bible. Capitalize words at the beginning of sentences, etc., but do not write the manuscript in all caps.

5. Align text to the left, but do not justify the right margin.

6. **Please type the manuscript in Microsoft Word only.**

7. Put all quotation marks outside of punctuation. Do not use ". But use ."

8. Bible references are cited in the text using the following abbreviation:

   Gen., Exo., Lev., Num., Deu., Jos., Jud., Ruth, 1 Sam., 2 Sam., 1 Kin., 2 Kin.,1 Chr., 2 Chr., Ezra, Neh., Est., Job, Psa., Pro., Ecc., Sol., Isa., Jer., Lam., Eze., Dan., Hos., Joel, Amos, Oba., Jon., Mic., Nah., Hab., Zep., Hag., Zec., Mal., Mat., Mark, Luke, John, Acts, Rom., 1Cor., 2 Cor., Gal., Eph., Phi., Col., 1 The., 2 The., 1 Tim., 2 Tim., Tit., Phm., Heb., Jam., 1 Pet., 2 Pet., 1 John, 2 John, 3 John, Jude, Rev.

   The punctuation after the quote follows the reference not the sentence. For example: "Jesus wept" (John 11:35). Note the quotation marks follow the sentence and not the reference. Please check each reference and do not rely on memory.

9. Use Arabic numerals in Bible references. For example: 1 John. (Not II John.)

10. Please check the manuscript for typos, run-on sentences, split infinitives, etcetera.

11. When using a Bible reference within a sentence in the text: DO NOT ABBREVIATE THIS REFERENCE. For example: "Genesis is the first book in the Bible.

12. Use two dashes, not one, without a space before or after the dash. A dash is not a hyphen.

13. Do not use . . . (elipses) to begin or end scripture quotations. If one is used for some reason, then an elipsis has three periods with a space between each. At the end of a sentence four periods should appear as . . . .

14. Do not use two spaces between sentences or after colons.

15. When quoting some author or Bible verse (verses) longer than one sentence, put the quote in block form. For example: Spencer noted: (note the colon here.) The block quote is single-spaced and is indented four spaces, while each paragraph should be indented eight spaces. The block quote ends with (reference). No punctuation marks are necessary around a block quote.

16. Before submitting your manuscript, please read again all the above instructions and see whether your material complies. Have you also spell-checked and had another also proof read?

17. There should be a WORKS CITED list as the last page in your manuscript. Each reference is single-spaced and there are then two spaces between each reference. The second and/or third lines in a reference are indented 8 spaces. (See handouts on references and their preparation.) The reference will have the author's last name and a page number: e.g. (Mosher 33).

REFERENCES AND MANUSCRIPTS

References: These are placed 2 spaces under the **WORKS CITED** heading, which heading is 2 spaces below the last line of the manuscript. *The references must be in alphabetical order.*

References are single-spaced individually, but there are 2 spaces between each one. The second (or third, etc.) line of an individual reference is indented one tab space as is the each paragraph in the manuscript.

Single author references use the *last* name of the author as the first word in the reference; then follows a first name and middle initial if known: e.g (the latter means, for example) Mosher, Keith A. Sr. (No other letters such as Dr. are to be used, just the actual name. And, *in the manuscript do not use anything other than the last name of the person being quoted or cited.* Such information, other than the last name, is the reason for the **WORKS CITED** list.) The title of the book follows the name of the author and should be italicized: e.g *The Book God Breathed.* (Note, there is a period here as there is after the name, even if there are no abbreviated initials in the last name.) Then follows the city of publication with the state in two capital letters: e.g Memphis, TN: (Note the colon here.) Then the publisher and the date are added: e.g Sain Publications, 1990. (Note the comma and period.) The final reference would then look like this:

Mosher, Keith A. Sr. *The Book God Breathed.* Memphis, TN: Sain Publications, 1990.

When the author of an article or manuscript in a lectureship book, or commentary, or encyclopaedia is cited, note the following:

Clarke, B.J. "Preach the Word." In *Preach the Word.* Editor: Keith A. Mosher, Sr. Memphis, Tn: Sain Publications, 2016.

(Note that the second line, above, is indented as would be a paragaraph. See above.) An encyclopedia has usually been edited by someone, but he did not write the article cited. At the end of each article is usually a name of the author and he is the one whose name goes at the beginning of the reference and then the editor would be cited. The latter idea is also true of commentaries. In some commentary series and in some encylopedias, there is a list of contributors to the series in the very first volume of the set and in some there is a list in each volume. It is the researcher's job to find the author of the article cited.

Bible references are done as follows (in italics):

The Holy Bible, King James Version. Print. (If an internet source is used, that information should follow the Bible reference and not the word, print.) The "H" in Holy determines the placing of the Bible reference in the alphabetical **WORKS CITED** listings.

REFERENCES AND MANUSCRIPTS (2)

In the manuscript, itself, the references are placed in parentheses, using only the author's last name and the page number of the quote or cited material, without punctuation or a p. for page number: e.g (Clarke 50). Also, punctuation goes ***after*** the parentheses and not after the quote itself. ***Block quotes are to be single-spaced and indented as the paragraph is.*** (See one of our lectureship books for this style.)

Periodicals (magazines) are referenced as:

Cates, Curtis, A. Sr. "The Law and Covenant in Amos." Gospel Journal, 25 (April 1989): 14.

Greek and Hebrew reference books are cited as:

Grundman, Walter: "agathos." In *Theological Dictionary of the New Testament.* 1:11-18. Edited by Gerhard Kittel. Grand Rapids, MI: Eerdmans, 1964.

There must be a blank page after the cover page and each number one page in the manuscript should be titled **INTRODUCTION.** Each subsequent heading is also capitalized and in bold type. No footnotes are used and, generally, MLA is the style to follow.