



## Prospectus and Dissertation Style and Grammar Checklist

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Please review the following items and ensure your defense ready submission complies with these items. Your signature is required at the end of this document.

**NOTE: A SIGNED COPY OF THIS DOCUMENT IS REQUIRED WITH EACH DOCUMENT SUBMISSION.**

1. Have you used the updated format for the copyright page (not the model in the style manual)?
2. Have you followed the model on p. 21 of the style manual for your title page?
3. If your title is over 5", have you divided it according to the instructions on pp. 4-5 of the style manual?
4. Have you followed the model on p. 22 of the style manual for your approval page?
5. Have you indented each level of subheading correctly in the table of contents?
6. Have you followed the models in the style manual for all other preliminary pages in your manuscript?
7. Have you used your full legal name, no initials, on the copyright page, the title page, the approval page, the abstract, and the vita?
8. Have you used a 1.5" left and 1" right margin on *all* pages of the manuscript?
9. Have you used a 2" margin from the top of the page to the top of the first line of type on the first page of each section?
10. Have you used a 1" margin from the top of the page to the top of the first line of text on the second and subsequent pages of each section?
11. Have you by the omission of commas declared yourself a polygamist in the dedication or the preface? (If you have said something such as "I cannot express adequately my love and appreciation for my wife Susiebelle," you are guilty.)
12. Have you numbered the first page of each section at the bottom center and the second and subsequent pages at the upper right?
13. Have you used .7" indentation for the first line of each paragraph?
14. Have you used .35" indentation for the left margin of each block quotation?
15. Have you spaced the same before and after block quotations as you have between lines of text?
16. For run-in quotations, have you put the final period *after* the parenthetical reference rather than after the last word of the quotation?
17. For block quotations, have you put the final period after the last word of the quotation (rather than after the parenthetical reference)?
18. For each parenthetical reference, have you put the author's last name and the date without intervening punctuation, followed by the relevant page number?
19. For tables and figures, have you left three blank lines separating each from any material above and/or below it?
20. Have you incorrectly split between two pages any table that could all fit on one page?

21. Have you reviewed carefully and complied with the instructions for tables and figures on pp. 10-11 of the style manual?
22. Have you checked with your chairperson regarding his preference for abbreviation or absence of abbreviation for biblical book names in parenthetical Scripture locations?
23. Have you correctly alphabetized your reference list?
24. If you have more than one reference list entry for the same author, have you placed his or her works in chronological order oldest to most recent?
25. Have you capitalized book and article titles sentence style in the reference list?
26. If you have more than one reference list entry for the same author, have you used a “.7” underline to represent his or her name in the second and subsequent entries?
27. Have you used in the reference list the forms of authors’ names as they appear on the corresponding title pages?
28. In the reference list, have you included comprehensive pages for all articles from books and periodicals?
29. For the vita, have you limited yourself to the categories indicated in the model on p. 18 of the style manual? (You may include children. Please ask if you need to know the format for that inclusion.)

By signing below, the student acknowledges his/her understanding that the document which is to be submitted to the Lead School must comply with the Southern Seminary Style Guide, 3<sup>rd</sup> edition, and Turabian, 7<sup>th</sup> edition. If the document is in significant error, then the student will be required to make corrections and resubmit for a second style reading. If this occurs, **the student will be charged \$250 for the first revised style reading and \$500 for the second revised style reading.**

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