

## MANUSCRIPT GUIDELINES

1. If you are writing one manuscript, the due date is **Aug. 1, 2008**, if more than one, **Aug. 15**.
2. Each manuscript should be no more than 10-15 pages, typed and double spaced.
3. **Send (or e-mail) a recent picture of yourself as soon as possible** so we can use it for advertising, which has to be contracted months before the lectureship. If you have spoken on our lectureship recently, we should still have your picture, but you are welcome to update it.
4. You may e-mail your manuscript to **bkenyon2@tampabay.rr.com** or **fsop@gte.net**. If you prefer, you can “snail mail” it to the school to my attention.
5. Do not use footnotes or endnotes, but cite any references parenthetically within the body of the text (author’s last name and page number) (as per the MLA format).
  - a. For example: “Lasciviousness” may be defined as “wanton (act or) manners, as filthy words, indecent bodily movements, unchaste handling of males and females” (Thayer 79-80).

Or, if you use the author’s name in your statement, parenthetically insert only the page number at the end of the statement.

According to Thayer, “lasciviousness” may be defined as “wanton (act or) manners, as filthy words, indecent bodily movements, unchaste handling of males and females” (79-80).
  - b. Include a works cited page as the last page of your manuscript.
    - (1) The works cited page should include every source cited in your manuscript, listed in alphabetical order according to the author’s last name.
    - (2) Please find a sample sheet of works cited entries enclosed.
  - c. If you have any questions about this format, please feel free to call or e-mail me.
6. Please do your best to follow the rules of English grammar and composition (avoid run-on sentences, make sure verbs and subjects agree, use proper punctuation & capitalization, etc.).
7. Citing Bible references:
  - a. When in the text, do not abbreviate. **Example:** In Revelation 2:10, Christians are encouraged to remain faithful.
  - b. When in the text, spell out the number of a book when applicable. **Example:** In First Corinthians (not I Corinthians) Paul says that we are not to be divided.
  - c. When at the end of a quote or statement, abbreviate source in parenthesis. **Example:** “Jesus wept” (Jn. 11:35). Note: the period follows the end parenthesis, and the quotation marks surround only the quote, not the Bible reference.

8. For the sake of uniformity, please use the following abbreviations, even though they may be different from what you usually use.

Genesis..... Gen.	Isaiah. .... Isa.	Romans..... Rom.
Exodus. .... Ex.	Jeremiah..... Jer.	I Corinthians..... 1 Cor.
Leviticus..... Lev.	Lamentations. .... Lam.	II Corinthians..... 2 Cor.
Numbers..... Num.	Ezekiel. .... Ezk.	Galatians..... Gal.
Deuteronomy. .... Deut.	Daniel..... Dan.	Ephesians. .... Eph.
Joshua..... Josh.	Hosea. .... Hos.	Philippians. .... Phil.
Judges..... Judg.	Joel..... Joel	Colossians. .... Col.
Ruth. .... Ruth	Amos. .... Am.	I Thessalonians..... 1 Thes.
I Samuel. .... 1 Sam.	Obadiah. .... Ob.	II Thessalonians..... 2 Thes.
II Samuel. .... 2 Sam.	Jonah. .... Jonah	I Timothy. .... 1 Tim.
I Kings. .... 1 Kgs.	Micah. .... Mic.	II Timothy. .... 2 Tim.
II Kings. .... 2 Kgs.	Nahum. .... Nah.	Titus..... Tit.
I Chronicles. .... 1 Chr.	Habakkuk..... Hab.	Philemon. .... Phile.
II Chronicles..... 2 Chr.	Zephaniah..... Zep.	Hebrews..... Heb.
Ezra. .... Ezr.	Haggai. .... Hag.	James. .... Jas.
Nehemiah..... Neh.	Zechariah. .... Zec.	I Peter..... 1 Pet.
Esther..... Est.	Malachi..... Mal.	II Peter. .... 2 Pet.
Job. .... Job	Matthew..... Mt.	I John. .... 1 Jn.
Psalms. .... Ps.	Mark..... Mk.	II John. .... 2 Jn.
Proverbs..... Pr.	Luke..... Lk.	III John..... 3 Jn.
Ecclesiastes. .... Eccl.	John. .... Jn.	Jude. .... Jude
Song of Solomon. .... Song	Acts. .... Acts	Revelation. .... Rev.

9. Some writing “do’s and don’ts” for the purpose uniformity in our lectureship book.
- Do identify the translation** you are using after your first Bible quotation.
  - Do not use the second person “you” except in quotes, questions, and/or dialog.
  - Do not use sentences beginning with conjunctions, the editor will likely reword them.
  - Do realize these “do’s and don’ts” are not a matter of heaven or hell but of uniformity.

10. Helpful hints:

- Get started on your research as early as possible (**Please, do not procrastinate!**).
- If you do not have it saved on a computer, make sure you keep a photo-copy of the manuscript for yourself.

We feel confident that you will make a positive contribution to our theme of our lectureship, one that will endure through the printed pages. Feel free to call or e-mail if you have any questions.

Your brother in Christ,

Brian R. Kenyon  
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 E-mail: bkenyon2@tampabay.rr.com

## MLA STYLE SAMPLE OF ENTRIES CITING BOOKS

### A BOOK BY A SINGLE AUTHOR

Camp, Franklin. The Work of the Holy Spirit in Redemption. Birmingham, AL: Roberts and Son Publications, 1974.

### AN ARTICLE IN A LECTURESHIP BOOK

McCord, Hugo. "The Indwelling of the Holy Spirit in the Christian." What Do You Know About the Holy Spirit? Ed. Wendell Winkler. Montgomery, AL: Winkler Publications, 1980. 352-356.

### TWO OR MORE BOOKS BY THE SAME AUTHOR

Winters, Howard. Commentary on Romans: Practical and Explanatory. Greenville, SC: Carolina Christian, 1985.

---. The Work of the Holy Spirit. West Jefferson, NC: Win-Moore Publications, 1978.

### A BOOK BY TWO OR MORE AUTHORS

Flatt, Bill, Jack P. Lewis, and Dowell Flatt. Counseling Homosexuals. Jonesboro, AR: National Christian Press, 1982.

### A REPUBLISHED BOOK

Brents, T. W. The Gospel Plan of Salvation. 1874. Bowling Green, KY: Guardian of Truth Foundation, 1987.

## CITING ARTICLES IN PERIODICALS

### AN ARTICLE IN A SCHOLARLY JOURNAL WITH CONTINUOUS PAGINATION

MacRae, George W. "Romans 8:26-27." Interpretation 34.3 (1980): 288-292.

### **AN ARTICLE IN A SCHOLARLY JOURNAL THAT PAGES EACH ISSUE SEPARATELY**

Pharr, David. "Why I Believe the Holy Spirit." The Spiritual Sword 23.2 (1992): 9-12.

### **AN ARTICLE IN A NEWSPAPER**

Brooks, Richard M. "Jury Convicts Mortician of Abusing Corpse." The Ledger 6 March 1999: B7.

### **AN ARTICLE IN A MAGAZINE**

Ramsey, Johnny. "Search the Scriptures: The Gift of the Holy Spirit." Gospel Advocate Oct. 1989: 10.

## **CITING COMPUTER ACCESSED DATABASES**

### **INFORMATION TAKEN FROM A CD**

Encyclopedia Britannica, 1996 electronic version.

Smith's Bible Dictionary. Power Bible CD. Phil Linder, Online Publishing. CD-ROM Version, 1999.

### **INFORMATION TAKEN FROM A WEBSITE<sup>1</sup>**

Jackson, Wayne. "Nero Caesar and the Christian Faith." Christian Courier.Com 12 March 2003. 14 April 2003 <<http://www.christiancourier.com/archives/neroAndChristianFaith.htm>>.

Santeria, La Regla Lucumi, Lukumi, Etc. 15 March 1999 <<http://www.religioustolerance.org/santeri.htm>>.

Settle, Shannon Turlington. Introduction to Vodun. 15 March 1999 <<http://www.arcana.com/shannon/voodoo/intro.htm>>.

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<sup>1</sup>If given on the website, the following information should be given: (1) author's name; (2) title of article or work in quotation marks; (3) name of the on-line periodical, book, or website underlined; (4) volume number and date of publication if present; and (5) date of access and website address. In the case of websites that do not give all this information, cite what is available.