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INTRODUCTION

In this booklet, you will find the general and typographical guidelines for the composition of essays, Master’s theses and dissertations at the Faculty of Theology and Religious Studies (KU Leuven). This booklet replaces all previous editions of the guidelines.

The first chapter describes the steps that must be taken to decide on a subject and to contact a supervisor. Chapter two provides information about the research and writing process. One of the central elements of this chapter is the KU Leuven plagiarism policy. The third chapter discusses the layout and composition of essays and Master’s theses. Chapter four explains the procedure for submitting your written work. The final chapter treats the evaluation and feedback of written compositions. In the appendices, you will find the guidelines for bibliographical references.

For the important specific guidelines regarding the various essays and these, we refer you to the ECTS forms of the specific programmes and courses, which are available in the electronic programme overview.

For further questions, including about the content of these guidelines, about research methods, or about the best approach to writing an essay or a Master’s thesis, you can contact your supervisor, the programme study advisors and the teachers of the Methodological Courses.

I thank Els Agten and John Arblaster for their cooperation to this eleventh revised edition of the guidelines.

Prof. Dr. J. De Tavernier
Vice Dean for Education, Faculty of Theology and Religious Studies
CHAPTER 1
FINDING A SUBJECT AND A SUPERVISOR

1. Finding a Subject and a Supervisor

At the end of each academic year, the professors and post-doctoral researchers affiliated with the Faculty will provide a number of subjects and fields in which an essay, thesis, research report or research paper may be written. This list is available on the Faculty website (https://theo.kuleuven.be/apps/onderwerpen/full/). At the beginning of the new academic year, a ‘thesis fair’ will be organised at which students may informally acquaint themselves with the various research units and the opportunities they offer with regard to essays and (Research) Master’s theses. Exploring this further in conversations with one or more potential supervisors – through appointment by email – will allow students to make a discerning, well-considered choice.

Please Note!

• Students who have obtained their Bachelor of Theology and Religious Studies at the Faculty of Theology and Religious Studies, KU Leuven cannot extend their Bachelor’s paper into a thesis. Upon admittance to the Master’s programme, they must start a new research project.

• Students in the Research Master: Master of Advanced Studies in Theology and Religion must write a Master’s thesis in the field of their chosen major. In other words, the subject is determined by their choice of major. The choice of a supervisor is not, however, so students are free to choose a supervisor who is not a member of the research unit to which their major belongs.

2. Choosing a supervisor

Students are expected to take the initiative to contact a possible supervisor, and to decide upon a subject for their essay or thesis in consultation with the supervisor. When contacting a potential supervisor, it is important that the student clearly states what type of composition they will be writing (Essay 1/2, Master’s thesis, Research Master’s thesis).

Members of the Senior Academic Staff and post-doctoral researchers affiliated with the Faculty of Theology and Religious Studies (as researchers, lecturers, etc.) may act as supervisors. In some cases it may be desirable, after consultation with the supervisor, to request a co-supervisor to supervise the written composition (or part of it). In the event that the composition is written with a co-supervisor, agreements should be made at the beginning of the supervision process concerning the level of cooperation between supervisor and co-supervisor, e.g. who will take on what responsibilities and who will be the primary contact concerning different aspects of the composition.

The supervisor will assist the student in choosing a subject and assessing the feasibility and suitability of the proposed project. The supervisor and the student agree on the perspective and method of the project at the beginning of the supervision process. Students may also conduct intra- and interdisciplinary research, with the additional supervision of a co-supervisor where necessary.

On the basis of this conversation/these conversations, the student and supervisor decide upon a concrete subject and, in consultation with the supervisor, the student draws up a concise description of the content (7-15 lines) and a short description of the research method (5-10 lines).

The supervisor and the student will also make agreements concerning the frequency of future contact and how texts will be delivered (email, mailbox, etc.), how corrections and suggestions will be...
communicated and integrated, the period of time between the submission of drafts and discussions on them, etc. Agreements will also be made concerning the submission of final texts (in November, May or June). These agreements will be included in the electronic form for the submission of subjects of essays and Master’s theses. Unless decided otherwise (indicated in the electronic form), the default agreement applies, namely that the draft of the complete text will be submitted to the supervisor at least three weeks before the Faculty submission deadline. According to the default agreement, this final version may not contain more than 15 ‘new’ pages (ca. 7,500 words) that the supervisor has not read previously.

3. Electronic Submission of the Subject

After obtaining the supervisor’s approval and before the deadline indicated in the academic calendar, the student must submit the electronic form for the submission of essay and Master’s thesis subjects. In addition to the subject, description and method, this form stipulates the binding agreements between supervisor and student concerning the submission of the final text (cf. supra). The form must be submitted via [http://theo.kuleuven.be/page/forms/](http://theo.kuleuven.be/page/forms/).

After the student has submitted this form electronically, the supervisor officially approves the subject (including description and method) electronically, after which it is presented to the facultaire Permanente Onderwijscommissie (fPOC, ‘Programme Committee’) which makes the definitive decision on whether to accept the proposed subject. Subjects for the Research Master’s Thesis will first be submitted to the research unit. The fPOC will subsequently take final decision to approve the proposed subject. The approval of the supervisor and research unit (Research Master’s Thesis) are necessary conditions to obtain approval from the fPOC. In the event that a subject is rejected, the student must revise it, in consultation with the supervisor. It is necessary to obtain the fPOC’s approval: an essay or Master’s thesis of which the subject has not been approved by the fPOC is inadmissible and the student can therefore not proceed with it.

4. The Supervisor’s Responsibilities

Supervisors provide the following support for researching and writing essays and (Research) Master’s theses:

- They create a stimulating learning environment that is tailored to each individual student. They are involved in the student’s subject and composition process, provide suggestions for improvement and encourage the student, offering him/her opportunities to accomplish the best possible results. From the beginning of the project, they provide clarity with regard to the project’s objectives (essay, thesis), the way in which those objectives may be met and the structure of argumentation. They assist the student in drawing up, keeping to, or revising plans and schedules.

- They safeguard the scientific character of the written composition. They provide support for the methodological development of the project, and indicate possible difficulties over the course of the process. If necessary for the research methodology, they refer the student to somebody with the relevant expertise, for example with regard to empirical research.

- They give the student suggestions for relevant literature and advice on finding and integrating the literature. They also draw the student’s attention to the originality requirements of scientific compositions and to the ways in which the incorrect use of sources (including plagiarism) is to be avoided.

- They inform students of the evaluation criteria and evaluate the quality of the written composition. They primarily provide content-related comments and suggestions, in addition to suggestions related to language and written style.
• The supervisor is expected to prepare meetings related to the essay/thesis. It is also recommended that supervisors keep a file for each student containing copies of all the submitted material.

• In the event that a supervisor deems a student’s work unacceptable, the student must be informed as soon as possible. It is therefore important that the student submits drafts of text at the earliest possible time. This will facilitate the provision of additional assistance, if necessary.

• In the event that the supervisor is absent for an extended period of time, he/she will notify the student as soon as possible, and will attempt to find an acceptable alternative with the student and the coordinator of the research unit (co-supervisor or temporary replacement).

• Regular meetings with various students working on related subjects and advised by the same supervisor may create a stimulating learning environment in which students learn to engage in dialogue on related subjects and exchange ideas. Preferably, these meetings take place on the initiative and with the guidance of the supervisor.

5. **The Student’s Responsibilities**

• The responsibility for initiating contact during the supervision process lies primarily with the student. In this regard, the following basic principle applies: the project and the composition are the responsibility of the student and not of the supervisor; the supervisor provides guidance. The student is responsible for writing a composition that meets the quality demands stipulated in these **guidelines** and in the **ECTS form** of the essay or the Master’s thesis.

• The student strictly adheres to the agreements made with the supervisor.

• It is recommended that the student regularly submits shorter pieces of work to the supervisor, in order for timely adjustments to be made, if necessary. The student is expected to submit pieces of writing in grammatically correct, academic language. The supervisor must be given sufficient time to read the material.

• The student is expected to prepare meetings related to the essay/thesis. The student is receptive to suggestions and corrections. The student is expected to keep texts with the supervisor’s comments written on them or copies of electronically corrected files until he/she submits the final essay or thesis. It is also recommended that every time a new version of text is submitted, the student also re-submits the last version with commentary. This will help to clarify quickly what has changed, what is new, and the extent to which the student has taken the comments into account.

• The student is expected to start writing in a timely fashion, so that there is sufficient time for advice and guidance. It is recommended that the student does not submit too many new sections of text after the end of the period allotted to writing. Students should realise that supervisors have multiple students to supervise. The student should of course adhere strictly to the agreements made with the supervisor, as stipulated in the electronic form for the submission of subjects of essays and (Research) Master’s theses. In the event that the student intends to submit the final essay/thesis in the September examination period, the student must inform the supervisor of this fact in a timely fashion.
• It is recommended that the student keeps copies of the written work in various places and formats, for example on a USB stick, an (external) hard disk, CD-ROM or online via Google Drive, Dropbox etc. The student will thus have a back-up in the event that computer problems occur.

6. Contact and Agreements between the Supervisor and the Student

There are no fixed rules concerning the frequency of contact between the supervisor and the student. It is expected, however, that a conversation will occur between the supervisor and student on the following occasions:
• when the subject has been chosen and before the electronic form (form for the submission of the subjects of essays and (Research) Master’s theses) is submitted;
• when a work plan/schedule has been drawn up or when large structural changes appear necessary;
• when extensive sections of the composition are complete;
• when the composition as a whole is complete.

The basic principle governing agreements related to essay/thesis supervision is mutual respect. This is expressed in answering emails within a reasonable period of time, the punctuality of the supervisor and the student, providing constructive feedback, reading the student’s composition within a reasonable and agreed upon time, critical and constructive openness to one another’s perspective on, and contributions to, the composition’s content, etc.

7. Conflict Resolution

Conflicts may occur between the student and his or her supervisor. In such cases, it is desirable that the parties concerned attempt to solve the conflict themselves first. If such attempts are unsuccessful, the parties must contact the ombuds person who will attempt to mediate. In certain circumstances it may be desirable to change supervisor. In such cases, the vice dean for education must be contacted and, in consultation with him/her, a new subject must be submitted to the fPOC and research unit (Research Master’s Thesis).
CHAPTER 2
THE RESEARCH AND WRITING PROCESS

1. The Research Process: Method and Elaboration

Written compositions may be composed according to an enormous variety of methods. Information about methods can be retrieved from the supervisor or in the various courses about methodology.

*Please note!*

Research integrity has become an integral part of the KU Leuven research policy. Our objective is clear: the research at KU Leuven should meet the highest standards and correct scientific behaviour is the norm at KU Leuven. See for more information: [https://www.kuleuven.be/english/research/integrity](https://www.kuleuven.be/english/research/integrity).

2. Points of Interests

2.1. Language

Essays and Master’s theses may be written in correct English, French, Dutch, German or any other modern language in consultation with the supervisor. If the student opts to write his or her essay or Master’s thesis in a language other than English, the essay or Master’s thesis in a different language must be accompanied by a summary in English that meets the requirements as the obligatory summary of Master’s theses (infra, p. 19).

2.2. The Use of Gender-Inclusive Language

Those who engage in contemporary scientific and academic debates should be mindful of gender inclusive language. The following cases are particularly important:

- Use neutral terms (e.g. ‘person’) when referring to someone who may be either male or female. For example, say ombuds(person) instead of ombudsman, or chair(person) instead of chairman.
- Quotations should be precise in reflecting the wording used by a source, even when it uses exclusive language. It is often possible, however, to paraphrase the view of an author in inclusive language.
- Avoid the masculine pronoun ‘he’ if the person referred to could be either male or female. This can easily be avoided by using expressions in the plural. Other strategies are: she/he; he or she; use sentences that alternate he and she, etc.
- Translations, both of ancient texts (e.g. biblical texts) and of modern literature should not be more gender specific than the original, e.g. in Deut. 32 God ‘bears’ (not ‘begets’) Israel. Occasionally, however, it is not possible to use inclusive language about God (e.g. in translations of Old Testament texts one does not refer to God/Goddess).
- When one refers to a concrete man or woman, gender specific language must obviously be used.
2.3. Plagiarism

2.3.1. Definition of Plagiarism

KU Leuven defines plagiarism as follows in the Education and Examination Regulations, article 84:

“Plagiarism is a form of examination fraud that consists of the action of copying the work (ideas, texts, structures, images, plans, ...) of someone else without adequate acknowledgement, in an identical form or slightly changed. For the application of these regulations the copying of one’s own work without adequate acknowledgement is considered examination fraud”.

If you plagiarise any part of your text, your supervisor will not be able to form a fair and balanced judgement about your knowledge, insight and skills. Therefore, plagiarism is a form of examination fraud.

Plagiarism appears in different forms:

• the literal or near-literal use of someone else’s text(s) (or parts thereof) irrespective of the source (including digital sources, whether or not they were accessed through the internet) without indicating a citation (for example, through quotation marks) and / or without adequate reference to the source;
• copying images, diagrams, graphics, figures, sound or image fragments, etc., without adequate reference to the source;
• paraphrasing someone else’s arguments without adequate reference to the source;
• translating texts without adequate reference to the source;
• self-plagiarism: The re-use of one’s own work and passing it off as a new paper.

Other forms of fraud lean towards plagiarism and are just as intolerable, such as:

• commissioning or having papers revised (whether or not for pay), and presenting it as one’s own work;
• simulating or falsifying research data.

2.3.2. Strategies for Avoiding Plagiarism

It is the student’s responsibility to avoid plagiarism in his/her work.

• As a researcher-in-training, you must be open to the advice given by your supervisor.
• Acquaint yourself with the methods of finding research material in your scientific field. Become familiar with the structure of your library and how its catalogue functions, as well as with useful databases, etc.
• While researching, carefully note down the author, journal, page numbers, date of publication, or URL with the date you accessed it. Place the material that you copy into your notes between quotation marks. This will make it easier to incorporate this material correctly later on because you will know what precisely your source wrote, and you will therefore avoid committing plagiarism accidentally during the writing process. When summarising sections of text in a different language, be very careful not to summarise too literally. To be on the safe side, we recommend that you copy sections of text into your (electronic) notes in the original language and between quotation marks.
• Before you start writing, we recommend that you draw up an outline in which you can develop your own structure and the development of your thought. Note down all your sources in this

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1 This paragraph is in part based on KU Leuven, “Plagiarism,” http://www.kuleuven.be/onderwijs/plagiaat [accessed 17 August 2016].

outline. Afterwards, you can use your outline to compose your work in your own wording and style, and copy your references into the work immediately.

- If you use literal quotations or faithful translations of sources, indicate these as direct quotations of sources in your text. A translated quotation in your text or in your footnotes must be referred to as your “own translation” if you translated it yourself.
- If you render somebody else’s ideas or conclusions in your own words (a paraphrase), indicate the reference with the correct page number.
- Use your opportunity to submit draft versions of your writing. And don’t hesitate to ask for assistance from your supervisor or the librarian.
- If you refer to general knowledge in your text, you do not need to refer to a source, e.g.: “The Second Vatican Council took place in Rome in the nineteen-sixties. Pope John XXIII took the initiative and opened the council”. This is only valid in exceptional circumstances. Normally, when referring to historical or geographical data, you must also refer to a source. Under no circumstances is it appropriate to look up general information on the internet and then to ‘forget’ to mention the source or quotation marks.
- It is extremely important to avoid plagiarism in every paper or piece of writing. In the thesis for the Research Master’s, stage 1, in which the student elaborates his/her future research plans, it is essential to refer to sources and to use quotation marks where applicable.

2.3.3. Detecting Plagiarism

Your supervisor’s trained eye will quickly detect methodological mistakes. Your supervisor will also notice intentional plagiarism, for example due to sudden changes in style in your text, unexpectedly sophisticated use of language, unusual variations in tone or content, the absence of references, etc. Furthermore, every faculty has a plagiarism detection policy in which all essays and Master’s theses are screened for plagiarism electronically via Turn-it-in.

Turn-it-in tracks down textual similarities with: (1) internet sources, (2) past documents uploaded to Turn-it-in, (3) journals, books and other types of publications with which Turn-it-in has collaboration agreements. If you have referred to your sources correctly, these textual similarities will obviously not be problematic.

Plagiarism detection forms one aspect of plagiarism prevention. If your supervisor has indicated that you do not refer to your sources adequately in draft versions of your text, you can correct these references in subsequent drafts. Consider the detection of methodological mistakes in your drafts as an opportunity to grow and improve as a researcher.

If plagiarism is detected in the final version of your work, the sanctioning procedure will be initiated. Your supervisor, correctors or the person responsible for plagiarism detection will report the plagiarism to the Examination Committee.

2.3.4. Declaration of Originality and Penalties

The student is responsible for avoiding plagiarism in his or her work. Supervisors are responsible for the careful supervision of their students, both with respect to form and content, and must do everything in their power to prevent their students from committing plagiarism.

The student must add a personally completed and signed Declaration of Originality to each paper, essay, Master’s thesis or dissertation that they write. This declaration is available on the faculty website at http://theo.kuleuven.be/en/student-programmes-and-resources/ > Declaration of Originality. If a student commits plagiarism, he or she will be sanctioned in accordance with the stipulations of the current KU Leuven Examination Regulations. You can find more information about the plagiarism procedure and possible sanctions at http://www.kuleuven.be/plagiarism/penalties.html.
CHAPTER 3
TYPOGRAPHICAL GUIDELINES

1. Format

- Essays, Master’s theses and the thesis portfolio are presented on A4 size paper (21 x 29.5 cm double sided) and bound (not with a spiral binding).
- Dissertations are presented in book format (16 x 24 cm double sided) and bound (glued) with a continuous cover page featuring the title (no plastic on the front or back cover).

2. Title page

Students can download the Word-templates via http://theo.kuleuven.be/en/education_info/templates. These templates contain the following information:

| Top (centered) | KATHOLIEKE UNIVERSITEIT LEUVEN (bold, large capitals) |
|               | FACULTY OF THEOLOGY AND RELIGIOUS STUDIES (not bold, large capitals) |
| Middle (centered) | Title (bold, large and small capitals) and Subtitle (not bold, large and small capitals) and volume |
| Down right | Description of the written composition and the academic degree for which it is being submitted (see infra) |
|             | By First Name (bold) LAST NAME (bold, large and small capitals) |
| Down left | Supervisor |
|            | Prof. Dr. First Name (bold) LAST NAME (bold, large and small capitals) |
|            | Co-supervisor |
|            | Prof. Dr. First Name (bold) LAST NAME (bold, large and small capitals) |
| Bottom (centered) | Year³ |

Please note!

- On your title page, indicate your official name as it appears in KU Loket.
- A supervisor or co-supervisor is not necessarily a ‘Prof. Dr.’, but might also be ‘Dr.’.

Descriptions of the written compositions and the academic degree for which it is being submitted:

- Essay 1. Bachelor of Theology and Religious Studies (Second Phase)
- Essay 2. Bachelor of Theology and Religious Studies (Third Phase)
- Essay 2. Bachelor of Theology and Religious Studies (Abridged Programme)
- A thesis presented in partial fulfilment of the requirements for the Master in Theology and Religious Studies
- Thesis Portfolio. Research Master: Master of Advanced Studies in Theology and Religion (Stage 1)
- A thesis presented in partial fulfilment of the requirements for the Research Master: Master of Advanced Studies in Theology and Religion
- A thesis presented in partial fulfilment of the requirements for the Research Master: Master of Advanced Studies in Theology and Religion
- A dissertation presented in partial fulfilment of the requirements for the Doctor’s Degree in Theology

³ For compositions submitted in December (e.g. December 2015), the year of the corresponding January examination session (in this example: 2016) must be indicated.
3. Lay-out

3.1. Structure

- Ensure that your composition has a clear and logical structure that makes clear for your readers where he or she can find certain information.
- The title and possible subtitle must be an accurate reflection of the content.
- Essays: divide the body of your text into sections and paragraphs.
- Master’s theses: divide the body of your text into chapters, sections and paragraphs.
- Using (sub)headings will help to make the structure of longer texts clear. Make these (sub)headings as concrete as possible.
- Use decimal divisions to number the titles, but try to limit the number of different levels within the text. Try not to use more than three levels.

   CHAPTER I. (IN CAPITALS)
   1. First level
      1.1. Second level
         1.1.1. Third level
            a. Fourth level
               i. Fifth level
               ii. Fifth level
            b. Fourth level
               1.1.2. Third level
      1.2. Second level
   2. First level

3.2. Recommended margins and indents

- Header margin (top) and footer margin (bottom): 2.5 to 3.5 cm
- Outer margin (left): 2 to 3 cm and inner margin (right): 2 to 3 cm
- Your essay/Master’s thesis should be printed double sided. Do not forget to make mirror margins. When you mirror the margins in a double sided document, the margins on the left-hand page are the mirror image of the margins on the right-hand page (i.e. the inner margins will have the same width and the outer margins will have the same width).
- New paragraphs begin with an indent of ca. 1 cm.
- No blank spaces are used between paragraphs.

3.3. Letter size and line spacing

- The font size should be not greater than 12-point and no less than 9-point. Preferably, the text will be written in 11-point font, while the footnotes will be in 9-point or 10-point.
- The line spacing may vary from 1 to 1.2. In footnotes line spacing is 1.
- Preferably, the text and footnotes will be aligned.

3.4. Reference notes

- The notes should not be given at the end of the work (as endnotes), but on the relevant pages themselves (as footnotes). The footnotes should be numbered continuously throughout the text. They should be separated from the text by a short full line that is left-aligned.
- In the text, the number that refers to the footnote (the note indication) should be in superscript,
preferably at the end of a clause, before the punctuation marks and, if following a quote, after
the quotation marks (e.g.: “... last word”).

• The footnotes themselves are rendered with a normal number, followed by a full stop, or the
number in superscript, preceded by an indent. Successive footnotes should not separated by extra
line spacing.

• If you refer to two different sources in a footnote, they should be separated by a semi-colon. It is
not necessary to make two separate footnotes if you have used different sources to formulate
one idea.

• If you refer to a source literally, the source should be given in footnote without a preceding ‘Cf.’
of ‘See’. If you refer to ideas in a certain source without quoting it directly, (without quotation
marks), the references should be preceded by ‘Cf.’ or ‘See’.

3.5. Quotations

• Sources quoted literally – this even applies to a short clause from a sentence – should be placed
between double quotation marks and not written in italics. Quotations should not be written in
italics even if they are quoted from texts in different languages. The correct reference must always
be given in footnote with the correct page reference.

• When quotes are taken not from an original source, but are second hand citations, this should be
mentioned explicitly, e.g. by adding a brief reference to the original work after the quotation
(author, title, publication year), followed by: “(cited in ...)**, with a complete reference to the
secondary source used. Both sources should be included in the bibliography.

• Patent or unmistakeable mistakes in the original text should not be corrected, but should be
accompanied by a commentating *[sic]*. Square brackets are always used to indicate occasions
when you have changed the quoted text yourself.

• Block quotes are used for extensive quotations.

“**They should be rendered with an indent from the left margin (and usually also the right margin).
They are separated from the continuous text by a blank line before and after the quotation.
Quotation marks should be used. Block quotations must be rendered in smaller font. Usually, the
reference to the footnote is placed at the end of the block quote.”

• (Block) quotes in a different language can be included in two different ways, but they must all be
rendered consistent with one of these two options. The supervisor must make this decision.
  o You may quote in the original language.
  o You can render the quote in English and reproduce the original text in footnote. Note that
    you should always include the original text!
  o Please note! Never quote in a different language than the original language or the language
    of your written work (for example: do not quote a French theologian in German translation
    in an English piece of writing).
  o Please note! Theological texts are often difficult to translate. If available, use an authoritative
    translation. If you translate the text yourself, indicate that you have done so in the footnote
    [my translation].

• These citation regulations apply to all sources, not only printed, but also electronic (e.g. internet).
3.6. Italic

1. Words in foreign languages and transcriptions (e.g. *anima*, *theios*, *anèr*) should be printed in italics, except if they are used in their original languages (such as Greek or Hebrew).
2. Quotations are not printed in italics and are printed between double quotation marks; cf. 3.5. Quotations.
3. Titles of books or articles mentioned in the body of your text should not be printed in italics.

3.7. Blank lines and spaces

- **White lines** should only be used before and after titles or subheadings and before and after block quotes. They are not places between paragraphs or between footnotes.
- In the body of the text, spaces should only be printed after punctuation marks. There should not be any spaces before commas, full stops, colons, semi-colons, question marks, exclamation marks, etc.
- However, no space should be printed after punctuation marks used between two numbers (e.g. 1.1.; Mk 4.5.8), or between two or more consecutive punctuation marks (e.g. “[...]” or “[…!]”).
- Use **hard spaces** to keep abbreviations and numbers together and to prevent them from running on to the next line, e.g. KU Leuven, Mk 4.5-8, p. 12, John-Paul II. Use the keyboard shortcut: Ctrl + Shift + Spacebar. If you would like to make the hard spaces (“”) in your document visible, click on Show/Hide (¶) in the Paragraph tab.

3.8. Spelling

- Students are expected to be consistent in their use of alternative English spelling.
- Students may also make use of the Academic Writing Assistant, which is available at https://ilt.kuleuven.be/schrijfhulp_eng/.
- Frequently used abbreviations are listed in the appendices to this booklet (p. 42 and following).

3.9. Punctuation

- Print a comma between a main clause and a sub-clause or between two sub-clauses, except in the case of a subject clause and an object clause (e.g. “he said that...”) and dependent interrogative clauses, and before relative clauses that cannot be omitted from the sentence.
- Print **double quotation marks** for (block) quotes, including for quoted words from, for example, a pericope of Scripture.
- If you quote a whole sentence, the quote must begin with a capital letter, and the closing punctuation mark must be printed inside the quotation marks.
  - ... we can conclude with the words of Hölderlin: “Schweigen müssen wir oft; es fehlen uns heilige Namen.”
  - ... the question of Kant: “What can I hope for?”
- If you quote part of a sentence, the first letter of the quote is printed lower case, and the closing punctuation mark must be printed outside the quotation marks.
  - Christianity emerged in a “mosaic of peoples, cultures, languages, and religions”.
- Double quotation marks printed between double quotation marks should be printed as single quotation marks: “...”.
- Round brackets between round brackets become square brackets: ([…]).
4. **Composition and Pagination**

4.1. **Essay 1 and 2 (Bachelor)**

4.1.1. **Composition**

An essay consists of the following components:

- **Preliminary matter**: Title page, Foreword\(^4\), Table of Contents and Bibliography
- **Body of the text**: Introduction\(^5\), Main text, Conclusion\(^6\)
- **(Appendices or supplements, if applicable)**
- **Additional documents**: Declaration of Originality (with original signature!)

*Please note!* Your title page should mention your **official name** as it appears in your **KU Loket**.

4.1.2. **Length and Number of Copies**

- You will find information about the **length** of the essay in the ECTS form of the relevant component, which is available on the electronic programme overview.
  - Essay 1: [https://onderwijsaanbod.kuleuven.be/syllabi/e/A09A3AE.htm](https://onderwijsaanbod.kuleuven.be/syllabi/e/A09A3AE.htm)
  - Essay 2: [https://onderwijsaanbod.kuleuven.be/syllabi/e/A09A6AE.htm](https://onderwijsaanbod.kuleuven.be/syllabi/e/A09A6AE.htm)
- **Number of Copies**
  - Essay 1: **two** printed copies and one electronic version (cf. p. 25).
  - Essay 2: **two (three** in case you have a co-supervisor) printed copies and one electronic version (cf. p. 25).

4.1.3. **Declaration of Originality**


4.1.4. **Pagination**

- Your essay should be printed **double sided**. Do not forget to mirror the page numbers. Page numbers should appear in the upper-right corner on odd pages and in the upper-left corner on even pages, as you see them in this brochure.
- The title page and the foreword are counted as pages, but their numbers should not appear on the pages. On other pages with main headings (e.g. of a new chapter), the page number is also counted, but should not appear.
- Headings may be written in italics or in small capitals. This is not compulsory.
- The preliminary matter should be numbered with Roman numerals.
- The introduction and body of the text should be numbered with continuous Arabic numerals. Pagination of the latter should begin with 1.
- Pagination of appendices should be continuous with the body of the text in Arabic numerals.

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\(^{4}\) The ‘Foreword’ is a personal text and may contain, for example, some expressions of gratitude, a brief personal note about the choice of this subject, some remarks on the context in which the text was written, etc.

\(^{5}\) The ‘Introduction’ specifically treats the research conducted and contains an introduction to the theme, the research question(s), an overview of the structure, and possibly also some explanation of your research methodology, if that is not already discusses elsewhere.

\(^{6}\) The ‘Conclusion’ consists of an answer to the research question(s), indicates the limitations of your work, if applicable, and formulates questions or directions for further research.
• The title page, the proof of methodological courses, and the declaration of originality should not be included in the table of contents (which begins with the foreword, table of contents, etc.).
• Please note! Your title page should mention your official name as it appears in your KU Loket.

4.1.5. Short summary

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4.2. Master’s Thesis (Master)

4.2.1. Composition

A Master’s thesis consists of the following components:
• Preliminary matter: Title page, Summary, Foreword, Table of Contents and Bibliography
• Body of the text: Introduction, Main text, Conclusion
• (Appendices or supplements, if applicable)
• Additional documents: Proof of Generic Research Skills and Declaration of Originality (with original signature!)

Please note! Your title page should mention your official name as it appears in your KU Loket.

4.2.2. Length and number of copies

• Information about the length of the Master’s thesis is available on the ECTS form of the relevant component, which is available in the electronic programme overview.
  o https://onderwijsaanbod.kuleuven.be/syllabi/e/A07M3AE.htm
• Number of copies: three (four in case you have a co-supervisor) printed copies of the Master’s thesis and one electronic version (cf. p. 26).
4.2.3. Declaration of Originality

- Every piece of writing must be accompanied by a declaration of originality: one copy with an original signature must be bound into each submitted copy of the piece of writing as the last page (cf. p. 12). The declaration of originality may be found and downloaded at http://theo.kuleuven.be/en/student-programmes-and-resources/ > Declaration of Originality.

4.2.4. Summary

- Every Master’s thesis must be accompanied by a summary. This summary should be bound in every copy of the composition, immediately following the title page.
- This summary must also be submitted electronically.
- The summary must meet the following requirements:
  1. The summary has to give a picture of the research that has been done. The text is scientifically sound, but has to be comprehensible for readers who are not familiar with the research. The summary has the format of an abstract. To include the summary in the (Research) Master’s thesis, there is no need for a separate permission. The assessment of the (Research) Master’s thesis will give a point for the entire work, including the summary.
  2. The summary is written in font size 10 and line spacing 1.5. The summary consists of 300 to 500 words (maximum one page). The summary is put in front of the thesis, on the right page. The opposite left page is left blank. Concerning the format: do not use bold or under-line; italic is allowed.
  3. The summary will be edited according to the format in the template ‘example of the summary.’ It states the name of the student, the title, the supervisor, the examination period and the academic year. In case one or two co-supervisors have supported the student in addition to the supervisor, they will be mentioned.

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<th>Template summary</th>
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<td>Forename, Surname, Title of the Master’s thesis. Subtitle if applicable.</td>
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<td>[Description of the piece of writing and the academic degree for which it is being submitted, cf. p. 13]</td>
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<td>Master’s thesis (dissertation) submitted in partial fulfilment of the requirements for the degree of Master of Theology of Religious Studies, ....</td>
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<td>Supervisor:</td>
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<td>Co-supervisor:</td>
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4. The summary normally also consists of:

  - Topic and purpose of the study: the summary of a master’s thesis starts with a brief introduction that situates the problem and clarifies its importance. Depending on the topic, a typical example can be quoted in the introduction. One starts a new paragraph to differentiate between the introduction and the discussion.

  - Short outline of the used research methods and brief description of the results or type of results: subsequently the research itself is described. This is the most extensive part of the summary. In this part you describe the matter the (Research) Master’s thesis is about, the exact problem formulation, the research method and the most important conclusions. This can be done by briefly describing the different chapters. You can start a new paragraph for every new chapter. If the type of research allows it, you can write a discussion that is not related to the classification in chapters. For this, try to use a coherent line of reasoning.
instead of listing isolated elements. Accurately describe the content of the master’s thesis. Be brief but complete, without going into details. Do not mention effect sizes or references (except for when the reference is the basis for your master’s thesis).

- Conclusion or type of conclusions: in a concluding paragraph the most important conclusions are described. A short recommendation or reflection can be made.

4.2.5. Pagination

- Your essay should be printed double sided. Do not forget to mirror the page numbers. Page numbers should appear in the upper-right corner on odd pages and in the upper-left corner on even pages, as you see them in this brochure.
- The title page and the foreword are counted as pages, but their numbers should not appear on the pages. On other pages with main headings (e.g. of a new chapter), the page number is also counted, but should not appear.
- Headings may be written in italics or in small capitals. This is not compulsory.
- The preliminary matter should be numbered with Roman numerals.
- The introduction and body of the text should be numbered with continuous Arabic numerals. Pagination of the latter should begin with 1.
- Pagination of appendices should be continuous with the body of the text in Arabic numerals.
- The title page, the proof of methodological courses, and the declaration of originality should not be included in the table of contents (which begins with the foreword, table of contents, etc.).

4.2.6. Short summary

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4.3. Thesis Portfolio and Research Master’s Thesis (ReMa)

4.3.1. Thesis Portfolio (Research Master Thesis: Stage 1)

a. Summary and length

The thesis portfolio consists of the following components:

- **Preliminary matter**: Title page, Table of Contents of the portfolio and Bibliography of all the sources that will be useful for the Master’s thesis
- **Outline and Work Plan (max. 5 pages)**
  - Description of the research question and the methodology
  - Outline of the presumed structure of the thesis in a schematic form
  - Work plan with (1) Description of the content that links the various parts of the outline to the bibliographical references; (2) Description of the content of each chapter; (3) Timing.
- **Body of the text**: A coherent unit of text of 20 pages (= 10,000 words) (a synthesis of literature, an empirical instrument, etc. ...)
- **Addition documents**: Proof of the Generic Research Skills and Declaration of Originality (with original signature!)

**Please note!** Your title page should mention your official name as it appears in your KU Loket.

**More information** is available on the ECTS form of the relevant component, which is available in the electronic programme overview.

- [https://onderwijsaanbod.kuleuven.be/syllabi/e/A07K7AE.htm](https://onderwijsaanbod.kuleuven.be/syllabi/e/A07K7AE.htm)

b. Number of copies

- Three (four if you have a co-supervisor) printed copies of the Master’s thesis and one electronic version (cf. p. 28).

c. Declaration of Originality


d. Pagination

- Your portfolio should be printed double sided. Do not forget to mirror the page numbers. Page numbers should appear in the upper-right corner on odd pages and in the upper-left corner on even pages, as you see them in this brochure.
- The title page is counted as a page, but its numbers should not appear on the page. On other pages with main headings (e.g. of a new chapter), the page number is also counted, but should not appear.
- **Headings** may be written in italics or in small capitals. This is not compulsory.
- The preliminary matter should be numbered with Roman numerals.
- The outline, the Work Plan and the body of the text should be numbered with continuous Arabic numerals. Pagination should begin at 1.
- Pagination of appendices should be continuous with the body of the text in Arabic numerals.
- The title page and the declaration of originality should not be included in the table of contents (which begins with the foreword, table of contents, etc.).
4.3.2. Research Master’s Thesis (Research Master Thesis: Stage 2)

a. Composition

The Research Master’s Thesis consists of the following components:

- **Preliminary matter**: Title page, Summary, Foreword, Table of Contents and Bibliography
- **Body of the text**: Introduction, Main text, Conclusion
- **(Appendices or supplements, if applicable)**
- **Additional documents**: Declaration of Originality (with original signature!)

*Please note!* Your title page should mention your official name as it appears in your KU Loket.

b. Length and number of copies

- Information about the length of the Master’s thesis is available on the ECTS form of the relevant component, which is available in the electronic programme overview.
  - [https://onderwijsaanbod.kuleuven.be/syllabi/e/A07K9AE.htm](https://onderwijsaanbod.kuleuven.be/syllabi/e/A07K9AE.htm)
- **Number of copies**: three (four in case you have a co-supervisor) printed copies of the Research Master’s thesis and one electronic version (cf. p. 28).

c. Declaration of Originality

d. Summary

- Every Master’s thesis must be accompanied by a **summary**. This summary should be bound in every copy of the composition, immediately following the title page.
- For more information on the summary, see p. 19.

e. Pagination

- Your Master’s thesis should be printed double sided. Do not forget to **mirror the page numbers**. Page numbers should appear in the upper-right corner on odd pages and in the upper-left corner on even pages, as you see them in this brochure.
- The title page and the foreword are counted as pages, but their numbers should **not** appear on the pages. On other pages with **main headings** (e.g. of a new chapter), the page number is also counted, but should not appear.
- **Headings** may be written in italics or in small capitals. This is not compulsory.
- The **preliminary matter** should be numbered with Roman numerals.
- The **outline** and the **body of the text** should be numbered with continuous Arabic numerals. Pagination should begin at 1.
- Pagination of **appendices** should be continuous with the body of the text in Arabic numerals.
- The title page and the declaration of originality should **not** be included in the table of contents (which begins with the foreword, table of contents, etc.).

f. Short summary

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4.4. Doctoral dissertation

Consult chapter 3 of this booklet for information about the layout of the doctoral dissertation (p. 13).

All other information concerning the doctoral dissertation may be consulted in the ‘Regulations Concerning the Attainment of Doctoral Degrees at KU Leuven, Supplemented with the Particulars of the Faculty of Theology and Religious Studies’, which is available at http://theo.kuleuven.be/en/doctorate/ > Doctoral regulations.
CHAPTER 4
SUBMISSION

1. Essays

- Following the approval of the supervisor, essays must be submitted before the deadline stipulated in the academic calendar (http://theo.kuleuven.be/en/general/calendar).

- Number of copies
  - Essay 1: two printed copies and one electronic version
  - Essay 2: two (three if you have a co-supervisor) printed copies and one electronic version

- An essay will only be deemed admissible by the Theses Committee if:
  - The subject was approved by the supervisor and fPOC according to the standard procedure;
  - The essay meets the formal requirements stipulated in these guidelines and on the ECTS form (word count, bound declaration of originality, format, title page...);
  - An electronic copy has been submitted along with the printed copies

- Printed copies

  All the required printed copies of the essay must be submitted to the Education and Student Affairs Office; the supervisor will receive his/her copy via the Education and Student Affairs Office. The essay must be submitted before the deadline stipulated in the academic calendar. There are three possibilities:
  - You put your copies in the post box next to the door of the Education and Student Affairs Office (ground floor, office COVE 00.10). You may put your copies in the post box outside office hours. The post box is emptied regularly.
  - You send your copies by post to the Education and Student Affairs Office.
    Faculty of Theology and Religious Studies
    Office of Education
    Sint-Michielsstraat 4 box 3100
    3000 Leuven

- Electronic submission
  Email a PDF version of your essay (one document) to essays.ftrw@kuleuven.be before the deadline stipulated in the academic calendar.

- Plagiarism detection
  All essays will be screened for plagiarism using the Turn-it-in plagiarism detection system. This system detects similarities between the essay in question and other texts. The report of similarities found in the essay by Turn-it-in will then be analysed and interpreted by experts appointed by the Faculty. In the event that the Examination Committee determines that plagiarism has been committed, the relevant sanctions will be imposed as stipulated by the university Examination Regulations.
• **What should I do if I missed the submission deadline for my essay?**

Contact the ombuds service before the deadline stipulated in the faculty calendar has passed. Contact details are available at [https://theo.kuleuven.be/en/education/ombudsservice](https://theo.kuleuven.be/en/education/ombudsservice).

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2. **Master’s Theses**

- Following the approval of the supervisor, Master’s theses must be submitted before the **deadline** stipulated in the academic calendar ([http://theo.kuleuven.be/en/general/calendar](http://theo.kuleuven.be/en/general/calendar)).

- **Number of copies**: three (four if you have a co-supervisor) printed copies and one electronic version

- A Master’s thesis will only be deemed **admissible** by the Theses Committee if:
  - The subject was approved by the supervisor and fPOC according to the standard procedure;
  - The Master’s thesis meets the formal requirements stipulated in these guidelines and on the ECTS form (word count, bound declaration of originality, format, title page...);
  - An electronic copy has been submitted along with the printed copies

- **Printed copies**

  All the required **printed copies** of the thesis must be submitted to the **Education and Student Affairs Office**; the supervisor will receive his/her copy via the Education and Student Affairs Office. The Master’s thesis must be submitted before the **deadline** stipulated in the academic calendar. There are three possibilities:

  - You put your copies in the **post box** next to the door of the Education and Student Affairs Office (ground floor, office COVE 00.10). You may put your copies in the post box outside office hours. The post box is emptied regularly.
  - You send your copies by **post** to the Education and Student Affairs Office.

    *Faculty of Theology and Religious Studies*

    *Office of Education*

    *Sint-Michielsstraat 4 box 3100*

    *3000 Leuven*

- **Electronic submission**

  - Send a **PDF version** of your Master’s thesis (one document) to **master.ftrw@kuleuven.be** before the **deadline** stipulated in the academic calendar.

  - The Master’s thesis must also be submitted electronically via **KU Loket** (where your ISP and IER are also located) before the **deadline** stipulated in the academic calendar.

  You will find the web app **Master’s thesis** in KU Loket at the bottom of the **Student** section.

    ▪ **Fill in all the missing information**: title, (co-)supervisor, number of pages, summary (maximum 3500 characters).

    ▪ **Please note!** Ensure that the title you fill in online is exactly the same as the title on your printed copies.

    ▪ Upload the PDF-file of your Master’s thesis and any other relevant files.

  - Need a **manual** with screenshots?

    [https://icts.kuleuven.be/docs/at/cm/rg/s/mastp/mijnmasterproef](https://icts.kuleuven.be/docs/at/cm/rg/s/mastp/mijnmasterproef)
o **Technical problems** with your submission?
  Contact Wouter Biesbrouck via wouter.biesbrouck@kuleuven.be.

o **Please note!** Some operating systems and browser version combinations cause problems uploading the documents. In this case, you a different browser or computer.

- **Plagiarism detection**
  All Master’s theses will be screened for plagiarism using the Turn-it-in plagiarism detection system. This system detects similarities between the Master’s thesis in question and other texts. The report of similarities found in the Master’s thesis by Turn-it-in will then be analysed and interpreted by experts appointed by the Faculty. In the event that the Examination Committee determines that plagiarism has been committed, the relevant sanctions will be imposed as stipulated by the university Examination Regulations.

- **What should I do if I missed the submission deadline for my essay?**
  o Contact the ombuds service before the deadline stipulated in the faculty calendar has passed. Contact details are available at https://theo.kuleuven.be/en/education/ombudsservice.
  o **Technical problems** with your submission?
    Contact Wouter Biesbrouck via wouter.biesbrouck@kuleuven.be.

# 3. Thesis Portfolio and Research Master's Thesis (ReMa)

## 3.1. Thesis Portfolio (Research Master’s Thesis Stage 1)

- Following the approval of the supervisor, thesis portfolios must be submitted before the deadline stipulated in the academic calendar ([http://theo.kuleuven.be/en/general/calendar](http://theo.kuleuven.be/en/general/calendar)).
  - Number of copies: **three** (**four** if you have a co-supervisor) printed copies and one electronic version

- **Printed copies**
  All the required **printed copies** must be submitted to the Education and Student Affairs Office; the supervisor will receive his/her copy via the Education and Student Affairs Office. The thesis portfolio must be submitted before the deadline stipulated in the academic calendar. There are three possibilities:
  - You put your copies in the **post box** next to the door of the Education and Student Affairs Office (ground floor, office COVE 00.10). You may put your copies in the post box outside office hours. The post box is emptied regularly.
  - You send your copies by **post** to the Education and Student Affairs Office.

  *Faculty of Theology and Religious Studies*
  *Office of Education*
  *Sint-Michielsstraat 4 box 3100*
  *3000 Leuven*
• **Electronic submission**

Send a PDF version of your thesis portfolio (one document) to master.ftrw@kuleuven.be before the deadline stipulated in the academic calendar.

• **Plagiarism detection**

All Master’s theses and portfolios will be screened for plagiarism using the Turn-it-in plagiarism detection system. This system detects similarities between the Master’s thesis in question and other texts. The report of similarities found in the Master’s thesis by Turn-it-in will then be analysed and interpreted by experts appointed by the Faculty. In the event that the Examination Committee determines that plagiarism has been committed, the relevant sanctions will be imposed as stipulated by the university Examination Regulations.

• **What should I do if I missed the submission deadline for my essay?**

Contact the ombuds service before the deadline stipulated in the faculty calendar has passed. Contact details are available at https://theo.kuleuven.be/en/education/ombudsservice.

3.2. **Research Master’s Thesis (Research Master Thesis Stage 2)**

• The same regulations apply for the submission of the Research Master’s Thesis as for the submission of Master’s Theses.
• You will find more information on p. 26.

4. **Doctoral dissertation**

All the necessary information concerning the doctoral dissertation may be consulted in the ‘Regulations Concerning the Attainment of Doctoral Degrees at KU Leuven, Supplemented with the Particulars of the Faculty of Theology and Religious Studies’, which is available at http://theo.kuleuven.be/en/doctorate/ > Doctoral regulations.
CHAPTER 5
EVALUATION AND FEEDBACK

1. **Essays**

- Information about the **evaluation** of essays is available on the ECTS form of the relevant course component (which is available in the electronic programme overview).
  - Essay 1: [https://onderwijsaanbod.kuleuven.be/syllabi/e/A09A3AE.htm](https://onderwijsaanbod.kuleuven.be/syllabi/e/A09A3AE.htm)
  - Essay 2: [https://onderwijsaanbod.kuleuven.be/syllabi/e/A09A6AE.htm](https://onderwijsaanbod.kuleuven.be/syllabi/e/A09A6AE.htm)

- During the evaluation of the essay, the supervisor and correctors must fill out the ‘**Compositions’ feedback form** which explains the criteria applied during the evaluation of these written compositions.

When the evaluation session starts (i.e. before the student’s presentation) the corrector(s) must give the completed feedback form (or a copy of it) to the supervisor. The supervisor will keep the forms. The supervisor can use the forms to give the student feedback after the examination period.

The supervisor and (where relevant) the corrector(s) each independently give a grade on the feedback form (‘completely insufficient’, ‘insufficient’, ‘sufficient’, ‘adequate’, ‘good’, ‘very good’ or ‘excellent’) for each of the following criteria:

1. The student has written the composition in a clear style and following correct language conventions. The composition has been arranged in a well-organized manner.
2. The student has retrieved the appropriate information from the literature and has correctly interpreted it.
3. The student is capable of reporting on a topic in a well-organized manner. The composition is structured in a sensible way.
4. The student has acquired in-depth knowledge and insight on the topic in question, based on appropriate source materials and with an eye to the broader context.
5. The student has made a satisfactory personal contribution to the existing knowledge and insights in his or her domain, and has set this down on paper in a sensible manner. The student has demonstrated the ability to think critically.

Furthermore, the supervisor also grades the following criterion:

*The student is able to work independently and has demonstrated personal initiative and creativity in writing the composition.*

After the student’s presentation and the discussion, the supervisor, in consultation with the corrector(s), also grades the following criterion:

*Presentation and defence: the student is able to give an oral report on the progress of his or her research, and can present the results of the research. The student is also capable of responding to critical questions regarding the composition in a clear manner.*

- A **feedback period** is organized after each examination period. Students are encouraged to make use of this feedback period to receive feedback from the supervisors about the written work (seminar papers, papers, essays, Master’s theses) that they submitted.
2. **Master’s Theses**

- Information about the evaluation of Master’s theses is available on the ECTS form of the relevant course component (which is available in the electronic programme overview).
  
  - [https://onderwijsaanbod.kuleuven.be/syllabi/e/A07M3AE.htm](https://onderwijsaanbod.kuleuven.be/syllabi/e/A07M3AE.htm)

- During the evaluation of the Master’s thesis, the supervisor and correctors must fill out the ‘Compositions’ feedback form, which explains the criteria applied during the evaluation of these written compositions. For more information about the feedback form and the criteria, see p. 29 of this booklet.

- A feedback period is organized after each examination period. Students are encouraged to make use of this feedback period to receive feedback from the supervisors about the written work (seminar papers, papers, essays, Master’s theses) that they submitted.

3. **Thesis Portfolio and Research Master’s Thesis (ReMa)**

3.1. **Thesis Portfolio (Research Master Thesis Stage 1)**

- The evaluation of the Research Master Thesis Stage 1 consists of two parts: (1) Thesis Portfolio; (2) Poster Session with oral presentation. Information about the evaluation of the Research Master’s Thesis Stage 1 is available on the ECTS form of the relevant course component (which is available in the electronic programme overview).
  
  - [https://onderwijsaanbod.kuleuven.be/syllabi/e/A07K7AE.htm](https://onderwijsaanbod.kuleuven.be/syllabi/e/A07K7AE.htm)

- During the evaluation of the thesis portfolio, the supervisor and correctors must fill out the ‘Portfolio and Poster Session’ feedback form, which explains the criteria applied during the evaluation of these written compositions.

  When the evaluation session starts (i.e. before the student’s presentation) the corrector(s) must give the completed feedback form (or a copy of it) to the supervisor. The supervisor will keep the forms. The supervisor can use the forms to give the student feedback after the examination period.

  The supervisor and correctors each independently grade the portfolio on the feedback form (‘completely insufficient’, ‘insufficient’, ‘sufficient’, ‘adequate’, ‘good’, ‘very good’ or ‘excellent’, ‘perfect’) for each of the following criteria:

  1. **Bibliography**
  2. **Outline and work plan (different parts)**
  3. **A coherent, 20-page text**

  The supervisor and correctors each independently grade the poster on the feedback form (‘completely insufficient’, ‘insufficient’, ‘sufficient’, ‘adequate’, ‘good’, ‘very good’ or ‘excellent’, ‘perfect’) for each of the following criteria:

  1. **The poster includes all the necessary elements (title, objectives, research question(s), methodology, outline and time schedule, main literature, first results, questions for further research)**
  2. **The text on the poster is internally coherent**
  3. **The student is able to give an oral report on the progress of his or her research, and can present the results of the research**
  4. **The student responds adequately to questions about the poster**
A feedback period is organized after each examination period. Students are encouraged to make use of this feedback period to receive feedback from the supervisors about the written work (seminar papers, papers, essays, Master’s theses) that they submitted.

3.2. Research Master’s Thesis (Research Master Thesis Stage 2)

- Information about the evaluation of the Research Master’s Thesis Stage 2 is available on the ECTS form of the relevant course component (which is available in the electronic programme overview).
  - [https://onderwijsaanbod.kuleuven.be/syllabi/e/A07K9AE.htm](https://onderwijsaanbod.kuleuven.be/syllabi/e/A07K9AE.htm)
- Don’t forget to write your summary for a general audience!
- During the evaluation of the Master’s thesis, the supervisor and correctors must each fill out the feedback form, which explains the criteria applied during the evaluation of these written compositions. For more information about the feedback form and the criteria, see p. 29 of this booklet.
- A feedback period is organized after each examination period. Students are encouraged to make use of this feedback period to receive feedback from the supervisors about the written work (seminar papers, papers, essays, Master’s theses) that they submitted.

4. Doctoral dissertation

All the necessary information concerning the doctoral dissertation may be consulted in the ‘Regulations Concerning the Attainment of Doctoral Degrees at KU Leuven, Supplemented with the Particulars of the Faculty of Theology and Religious Studies’, which is available at [http://theo.kuleuven.be/en/doctorate/](http://theo.kuleuven.be/en/doctorate/) > Doctoral regulations.
APPENDICES

1. Bibliographical Entries

The following is a limited summary of the major points, based on the Turabian Style, that are most frequently used in the composition of essays, theses, dissertations, etc. It is important to note that Turabian presents the details of publication differently in footnote references and bibliographical lists. The most recent published version of the Turabian Style is available in the Maurits Sabbe Library: Kate Turabian et al., *A manual for writers of research papers, theses, and dissertations: Chicago style for students and researchers* (Chicago: University of Chicago Press, 2013), location GBIB A001.81 TURA.

Evidently, there are also many other options, and variations within a single system are also possible. There are three fundamental citation rules, however, and they must always be applied: ensure that your citations are correct, complete and consistent.

Punctuation

- Use a *comma* to separate successive pieces of information.
- Use a *colon* to separate the title and subtitle, as well as the place and agency of publication.
- Use a *semicolon* to distinguish parallel pieces of information (e.g. different editions of the same publication).
- Use a *period* for abbreviations.

1.1. Written sources and works

1.1.1. Books

The bibliographical reference to books indicates author, title, number of volumes, place, name of the publishing agency, year of publication. This information is reproduced from the title page and not from the cover or dust jacket (even where the latter seems to provide more complete or correct information). If information on the title page is incomplete, it should be taken from elsewhere in the book (e.g. in the colophon). All information that is known but not mentioned in the publication, is given between square brackets. Bibliographical information that does not belong to the title of the book, is usually given in English; this applies particularly to the place of publication.

Author

The name of the author or editor is not given in (small) capitals. The first name is written in full (as provided in the title page). In the footnotes the author’s name is given in the order of first name first and last name last. In the bibliography, the last name of the author precedes the first name(s). Where two authors are referred to their names are joined by ‘and’, e.g. Dana Carleton Munro and Raymond James Sontag. Where three authors are referred to their names should be divided by a comma: e.g. Mary Lyon, Bryce Lyon, and Henry S. Lucas. Where there are four or more authors, only the first is named, followed by: *et al*.

Title

Information contained in the title and subtitle of the book is never given in bold, but italicised. Title and subtitle are divided by a colon.
The title should be taken literally from the information provided on the title page. A significant error in the title can be indicated with the conventional [sic]. Only the use of capitals should be adapted. Capitalize the titles of all works according to the following rules:

- Dutch and French: use as few capitals as possible;
- German: capitalize all substantives;
- English titles: capitalize substantives, adjectives, verbs, adverbs, and numerals; prefixes, articles and other particles are not capitalized.


**Series**

When a book is published in a series, the name of the series appears after the title, preceded by a comma; the number of the book within the series follows in Arabic numerals.


The title of the series can be given in an acceptable abbreviation or as a siglum.


**Editor**

Multi-author works are mostly published under the name of one or more editors (or Herausgeber: ‘herausgegeben von ...’; éditeur: ‘sous la direction de ...’). The name of the editor (Herausgeber, éditeur) is indicated as the author’s name, and followed by: ed. Various editors are to be provided up to a maximum of three. When there are four or more editors, only the first is named, followed by: et al., eds.


When an author’s work is republished, the name of the editor of the work is given after the title and preceded by: ed. The name of the translator of a work is given in the same way, preceded by: trans.


In an extensive bibliographical reference the complete annotation may be given (in Roman characters) as on the title page, instead of the abbreviation: ed. This should be done, for example, for new, text-critical editions of ancient works or when the annotation contains relevant information.


Other names, such as those of the author of a preface or introduction can be indicated in the same way.


**Volumes**

If a work consists of various volumes, reference to one of them is given by the abbreviation vol. (for volume) or vols. (for volumes). In a full reference one can keep the reference in the original language, if desired, in an abbreviated form; thus: dl. (deel); Bd. (Band), t. (tome), Tl. (Teil). This information is given in Arabic numerals.


**Editions**

When one refers to a second (or later) edition of a work, the number of the edition is mentioned after the title or is indicated in superscript before the year.


When two or more editions of the same work are cited, the modified data must be mentioned (separated by a semicolon).


A simple reissue, the text of which has not been altered, can be indicated with ‘reprint’.


Photographic reprinting can be indicated in two ways:


or:

Place, publishing agency and year

- Use the English name for the place of publication (München becomes Munich, etc.).
- Places of publication in the United States are followed by the name of the state in abbreviated form (e.g. Grand Rapids, MI – see p. 49) except when the city of publication is the same as the state.
- Use a colon to separate place and publisher.
- The name of the publisher should be shortened, by omitting abbreviations such as ‘Inc.’, ‘Ltd.’. The inclusion of words such as ‘The’ and ‘Press’, is optional. Where a university press is the publishing agency, the term Press is included.
- When the place and/or year of publication are not known, the missing data are given as follows:
  - year unknown: n.d.
  - place and year unknown: n.p., n.d.


Where missing data is found elsewhere, this should be mentioned between square brackets.


1.1.2. Articles in Collections and Festschriften

The title of the article is placed between double quotation marks and is followed by ‘in’, the complete reference to the title of the collection, the name(s) of the editor(s), preceded by ‘ed.’, publication data between parentheses followed by comma, and an indication of the first and last page of the article.


A Festschrift (Mélanges; Studies in Honour of ...) is referred to in the same way. Reference in this instance may be abbreviated by FS followed by the name of the person being honoured (between round brackets and in Roman letters). The abbreviation FS, which stands for the German term Festschrift, may be used whatever original expression is employed.


or:


1.1.3. Articles in Journals/Periodicals

The title of the article is not italicised but put between double quotation marks. It is separated from the title of the periodical by a comma, which should precede the closing quotation mark. The title of the periodical is given in italics and followed by the number of the volume, the year of publication (enclosed in parentheses) followed by a colon and the indication of the first and last page of the article.


When a volume number extends over more than one calendar year this is indicated by reference to the years in question.

When an article consists of several parts contained in a single volume each part is indicated by the first and last page number separated by a comma.


When an article consists of several parts contained in successive volumes of a journal, this information is also provided and separated by a semi-colon.


When each issue within a volume of a journal is paginated separately, and not throughout the volume, the issue number is indicated after the volume number and preceded by: no.


The name of the periodical is sometimes given by an abbreviation or a siglum:


The indication of the month or the day of publication may be omitted, unless it is necessary to determine the specific issue referred to.

1.1.4. **Articles in Dictionaries and Encyclopaedias**

Articles in well-known, multi-volume dictionaries and encyclopaedias are referred to in the same way as articles in journals/periodicals.


Words in non-Roman script (e.g. Greek or Hebrew) may be provided in transcribed form.


Preferably, however, the title is given in the original language:


1.1.5. **Articles in Newspapers and Magazines**

The title of the article is given in the same way as for a periodical. The indication of the volume and year of publication are substituted with the date (day, month, year). Page numbers are not given because newspapers often have several editions.


1.1.6. **Book Reviews**

A book review is referred to in the same way as an article in a periodical, except for the title: here the indication “review of” is followed by the title of the reviewed work and the name of the author.


1.1.7. **Unpublished Dissertations, Theses, Papers**

The author’s name is followed by the title in quotation marks. Reference should be made in addition (between parentheses) to the type of written work (Master’s Thesis, Research Master’s Thesis, Doctoral Dissertation), the relevant academic institution and the year.


1.1.8. **Archives**

Documents from archives are referred to as follows: the location of the archives is followed by the name of the archives (in Roman characters), the indication of the list in italics, and, if so desired, with additional identification of the document.


For correspondence, the reference to the archives is preceded by an indication of the sender and the addressee, and the date of the letter.


The names of the archives and their files are often indicated with an acceptable abbreviation or a siglum:


1.2. **Digital Sources**

References to digital sources should conform to the greatest extent possible to references to printed sources. You should therefore apply, to the greatest extent possible, the guidelines for printed publications. As a rule, the ‘place of publication’ should be the only difference in this regard. The present guidelines only discuss the most frequently used digital sources of information. Reference to a web-based document should, in principle, mention the URL (Uniform Resource Locator). Many electronic sources also have a ‘how to cite’ button which provides all the information you need in your description.

**Please note!** Are the articles that you have found in an electronic database also available in print? If they are, you only need to refer to the print edition, if the articles are otherwise the same.

1.2.1. **Sources on the Internet**

The author and title of the source should be referred to in line with the general rules outlined above. If the author is unknown, refer if possible to the owner of the website or the institution, followed by the title of the document or the webpage with, if possible, the date of the most recent revision between brackets. The full page address then follows to be concluded by the date of access. Do not start the URL on a new line, but place it after the bibliographical information. If the URL needs to be interrupted, either use a slash (/) or a full stop, comma, or question mark for a new line. Finally, indicate the date that you accessed the webpage between brackets: (accessed: ... ). For publications that have also appeared in print, you must indicate both the publication data of the print edition and the data of the online publication.


Journals available only online are referred to in the same way as printed journals. Page numbers are optional, the full internet address and, between square brackets, the date of access, are added.


1.2.2. Other digital sources

Documents available on CD-ROM are referred to in the same way as printed sources with the addition of ‘, CD-ROM’ after the title.


1.3. Unwritten sources

1.3.1. Unpublished Interviews

For all types of interview citations, begin with the name(s) of the person(s) interviewed. The first person’s name should be reversed, with a comma being placed after the last name and a period after the first name (or any middle name). Titles and affiliations associated with the author should be omitted. A suffix, such as a roman numeral or Jr./Sr. should appear after the author’s given name, preceded by a comma.


Please note!

- Empirical research often employs pseudonyms. Usually, it is not recommended to mention place names due to anonymity.
- Transcribed interviews and signed informed consent forms do not need to be included as appendices to your written work.
- A blank informed consent form, as presented to your participants, graphs, tables, and general analyses that do not violate anonymity are included in the appendices.

1.3.2. Artworks

Works of art (paintings, sculptures, installations…) must be reproduced with an indication of the artist, the title of the artwork (in italics) in English or in the original language, and if possible the materials used, the surface and the size, the year it was created and the institution at which it is housed.


Films, videos, etc. are cited by their title in italics, the name of the director, the production company (if possible) and the year it was created.

2. References in Footnotes

The first reference to a work in footnote is given in full. The pages cited or referred to are added, preceded by a comma. The use of the abbreviations: p. (page), pp. (pages); c. (column), cc. (columns), n. (footnote), l. (line) is only necessary when absence of these indications may cause confusion.


The indication of the inclusive page numbers (indicating the first and last page of the article) should only be given when the whole article is being referred to.


Where reference is made for a second (and third, fourth…) time to a title already referred to in full, an abbreviated form of the said title should be employed. As a rule, that segment of the title up to and including the first noun should be used, but for the sake of clarity the abbreviation may be lengthier.


Meynet, “Comment établir un chiasme,” 240.

For abbreviations of the titles of commentaries on the Bible, reference should only be made to the name of the book in its original language.


A second reference:


Where reference is made in the footnotes to the name of an author in the course of a grammatical sentence, the remaining bibliographical references should be placed in brackets.

Meynet (“Comment établir un chiasme,” 237) expresses it as follows: “…

When the work cited immediately before (on the same page) has been written by the same author, then id. (idem = the same) or the feminine form ead. (eadem) can be used in place of the author’s name, followed by the title. When the author and the title are the same as that of the previous reference, then ibid. (ibidem = in the same place) may be employed, followed by the indication of the page(s). When these terms are the first words in the note, they are written with initial capitals (Id. & Ibid.).

1 Dulles, Models of the Church, 128.
2 Ibid., 32.
3 Id., The Craft of Theology, 85.

When two references are made on the same page to the same work and are separated by a reference to a different work, the author’s name is repeated in the second reference with the abbreviated title, followed by the indication of page number(s).

2 Dulles, Models of the Church, 128.
Standard abbreviations may also be employed instead of an abbreviated title. In such instances the title follows the reference to the author’s name:

- **op. cit.**, or **o.c.**, (*opere citato* = in the book cited),
- **art. cit.**, or **a.c.**, (*articulo citato* = in the article cited), followed by indication of page number(s).

When the page does not change:

- **loc. cit.**, or **l.c.**, (*loco citato* = in the place cited; in this case one obviously does not use op. cit. etc.).


3 Chiron, *art. cit.*, 496-498.

Every footnote should begin with a capital letter and end with a full stop. References to a variety of works are separated by a semi-colon.

Where a text is literally quoted, the name of the author and other bibliographical details must be given in a footnote. Where one employs an idea of an author (not quoting literally) or when one bases oneself on the work of another, the bibliographical information in the footnote reference should be preceded by: See, or: Cf. (see, however, the section on plagiarism).

### 3. Bibliographical List

Titles are catalogued alphabetically by author. The proper procedure to arrange names in alphabetical order is explained in the appendix of this booklet. Unlike references in footnotes, in the bibliography subsequent elements in the titles are separated by a period. In the bibliography the first name is mentioned after the surname and separated from it with a comma. A work for which no author (editor, compiler or other) is known appears in a bibliography under the title of the work, alphabetized by the first word, or by the first word following an initial article. Several titles by the same author are arranged alphabetically according to the title or chronologically. The name of the author can be repeated in each instance or replaced by a horizontal eight-space line.

The second (and subsequent) line of the title should be indented according to the usual convention.


or:


4. Alphabetising Lists of Names

If the surname of the author has no prefix (e.g. Cerfaux, Barth, Miller) the alphabetical organization is straightforward. Other names, however, have separable prefixes (e.g. F.M. Du Buit, Roland De Vaux, Gerhard von Rad, G. van der Velde, K. Zum Berge). For these, it is possible to apply the following rule. Dutch, German and Swedish names are alphabetized under the name (not the prefix). French, Italian, Portuguese and Spanish names with prefixes consisting of an article (or of a preposition and an article which form one word) are alphabetized under the prefix. Names in these Romance languages, which have a prefix consisting of only a preposition, are listed under the name (not the prefix).

Thus, the above-mentioned names would be written in this way for the purpose of alphabetisation:

- Du Buit, F.M. (French)
- Vaux, Roland De (French)
- Rad, Gerhard von (German)
- Velden, G. van der (Dutch)
- Berge, K. Zum (German)

Other prefixes are sometimes written separately, such as Saint, San, Sint, Fitz, Mac, or joined with an inverted comma as in O’. Names with these prefixes are alphabetised under the prefix. Thus:

- Fitz Gerald, Michael (Irish)
- Mac Millan, Robert (Scottish)
- O’Brien, John (Irish)
- Saint-Hilaire, Michel (French)

Prefixes such as Mc, St and Ste retain their form, but are alphabetised according to the following rules:

- Mc is treated as Mac
- St is treated as Saint
- Ste is treated as Sainte

Some names have prefixes that are inseparable (the prefixes form one word with the name itself), e.g.: M. Vanderheyden. Such a name retains its form in the alphabetisation: Vanderheyden, M. and not: Heyden, M. Vander.

In alphabetising German and Scandinavian names (or titles), ä, ö and ü are considered to equal ae, oe and ue respectively. Similarly, ø becomes oe. The Scandinavian à becomes aa.
5. Abbreviations And Divisions Of English Words

5.1. Abbreviations of Periodicals, Series and Dictionaries

If citations and bibliographical entries have been made through the use of abbreviations, an explanatory list should be provided. One should use standard abbreviations from existing lists, such as the “Abkürzungsverzeichnis” by Siegfried Schwertner added to *Theologische Realenzyklopädie* (1976, 1992), or to the new edition of *Lexikon für Theologie und Kirche* (1993), or in the lists of abbreviations in the *Elenchus bibliographicus* of the periodical *Biblica*, and in *Ephemerides Theologicae Lovanienses* 66 (1990) 508-509, or in the SBL Handbook of Style.

What follows is a list of abbreviations frequently employed in theological (and related) research. It should be noted that in German publications (such as the “Abkürzungsverzeichnisse” mentioned above), for words such as ‘Theologie’ and ‘Philosophie’ the letter ‘h’ is included in the abbreviations; this is not the case in the following list (thus, e.g., LThK = LTK; ThQ = TQ, etc.).

**Periodicals**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS</td>
<td>Acta Apostolicae Sedis</td>
</tr>
<tr>
<td>AHC</td>
<td>Annuarium Historiae Conciliorum</td>
</tr>
<tr>
<td>AHP</td>
<td>Archivum Historiae Pontificiae</td>
</tr>
<tr>
<td>ALW</td>
<td>Archiv für Liturgiewissenschaft</td>
</tr>
<tr>
<td>AnBoll</td>
<td>Analecta Bollandiana</td>
</tr>
<tr>
<td>ASS</td>
<td>Acta Sanctorum</td>
</tr>
<tr>
<td>ATR</td>
<td>Anglican Theological Review</td>
</tr>
<tr>
<td>BEQ</td>
<td>Business Ethics Quarterly</td>
</tr>
<tr>
<td>BiE</td>
<td>Bioethics</td>
</tr>
<tr>
<td>BJRL</td>
<td>Bulletin of the John Rylands University Library of Manchester</td>
</tr>
<tr>
<td>BLE</td>
<td>Bulletin de littérature ecclésiastique</td>
</tr>
<tr>
<td>BS</td>
<td>Bibliotheca Sacra</td>
</tr>
<tr>
<td>BTB</td>
<td>Biblical Theology Bulletin</td>
</tr>
<tr>
<td>BuE</td>
<td>Business Ethics. An European Review</td>
</tr>
<tr>
<td>CBQ</td>
<td>Catholic Biblical Quarterly</td>
</tr>
<tr>
<td>CHR</td>
<td>Catholic Historical Review</td>
</tr>
<tr>
<td>EE</td>
<td>Environmental Ethics</td>
</tr>
<tr>
<td>EP</td>
<td>Ethical Perspectives</td>
</tr>
<tr>
<td>ETL</td>
<td>Ephemerides Theologicae Lovanienses</td>
</tr>
<tr>
<td>ETR</td>
<td>Études théologiques et religieuses</td>
</tr>
<tr>
<td>EvT</td>
<td>Evangelische Theologie</td>
</tr>
<tr>
<td>ExpT</td>
<td>The Expository Times</td>
</tr>
<tr>
<td>FZPT</td>
<td>Freiburger Zeitschrift für Philosophie und Theologie</td>
</tr>
<tr>
<td>HCR</td>
<td>Hastings Center Report</td>
</tr>
<tr>
<td>HTR</td>
<td>Harvard Theological Review</td>
</tr>
<tr>
<td>IKZ</td>
<td>Internationale kirchliche Zeitschrift</td>
</tr>
<tr>
<td>ITQ</td>
<td>Irish Theological Quarterly</td>
</tr>
<tr>
<td>JAAR</td>
<td>Journal of the American Academy of Religion</td>
</tr>
<tr>
<td>JAC</td>
<td>Jahrbuch für Antike und Christentum</td>
</tr>
<tr>
<td>JAEE</td>
<td>Journal of Agricultural and Environmental Ethics</td>
</tr>
<tr>
<td>JBE</td>
<td>Journal of Business Ethics</td>
</tr>
<tr>
<td>JBL</td>
<td>Journal of Biblical Literature</td>
</tr>
<tr>
<td>JEC</td>
<td>Journal of Ecclesiastical History</td>
</tr>
<tr>
<td>JET</td>
<td>Journal of Empirical Theology</td>
</tr>
</tbody>
</table>
TRu  Theologische Rundschau
TS  Theological Studies
TTZ  Trierer theologische Zeitschrift
TvL  Tijdschrift voor Liturgie
TvT  Tijdschrift voor Theologie
TZ  Theologische Zeitschrift
USQR  Union Seminary Quarterly Review
VigChr  Vigiliae Christianae
VT  Vetus Testamentum
ZAW  Zeitschrift für die alttestamentliche Wissenschaft
ZKG  Zeitschrift für Kirchengeschichte
ZKT  Zeitschrift für katholische Theologie
ZMRW  Zeitschrift für Missionswissenschaft und Religionswissenschaft
ZNTG  Zeitschrift für Neuere Theologiegeschichte
ZNW  Zeitschrift für die neutestamentliche Wissenschaft und die Kunde der älteren Kirche
ZRGG  Zeitschrift für Religions- und Geistesgeschichte
ZTK  Zeitschrift für Theologie und Kirche

Manuals and Text Editions
CCEO  Codex Canonum Ecclesiarum Orientalium
CChr  Corpus Christianorum
  CChr CM  Continuatio Mediaeualis
  CChr SG  Series Graeca
  CChr SL  Series Latina
CIC  Codex Iuris Canonici
CPG  M. Geerard, Clavis Patrum Graecorum
CPL  E. Dekkers, Clavis Patrum Latinorum
CSCO  Corpus Scriptorum Christianorum Orientalium
CSEL  Corpus Scriptorum Ecclesiasticorum Latinorum
DH  Henricus Denzinger and Peter Hünermann, eds, Enchiridion symbolorum, definitionum et declarationum de rebus fidei et morum
DS  Henricus Denzinger and Adolfus Schönmetzer, eds, Enchiridion symbolorum, definitionum et declarationum de rebus fidei et morum
GCS  Die Griechischen Christlichen Schriftsteller der ersten drei Jahrhunderte
HDG  Handbuch der Dogmengeschichte
Mansi  G. D. Mansi, ed., Sacrorum conciliorum nova et amplissima collectio
SC  Sources chrétiennes
WA  D. Martin Luthers Werke: Kritische Gesamtausgabe

Encyclopedieën en woordenboeken
ABD  The Anchor Bible Dictionary
DAKL  Dictionnaire d’archéologie chrétienne et de liturgie
DBS  Dictionnaire de la Bible. Supplément
DCH  The Dictionary of Classical Hebrew
DDC  Dictionnaire de droit canonique
DHGE  Dictionnaire d’histoire et de géographie ecclésiastiques
DSP  Dictionnaire de spiritualité ascétique et mystique
DTC  Dictionnaire de théologie catholique
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>EKL</td>
<td>Evangelisches Kirchenlexikon</td>
</tr>
<tr>
<td>HALOT</td>
<td>The Hebrew and Aramaic Lexicon of the Old Testament</td>
</tr>
<tr>
<td>IDB</td>
<td>The Interpreter’s Dictionary of the Bible</td>
</tr>
<tr>
<td>LCM</td>
<td>Lexikon der christlichen Moral</td>
</tr>
<tr>
<td>LTK</td>
<td>Lexikon für Theologie und Kirche</td>
</tr>
<tr>
<td>NCE</td>
<td>New Catholic Encyclopedia</td>
</tr>
<tr>
<td>NDCEPT</td>
<td>New Dictionary of Christian Ethics and Pastoral Theology</td>
</tr>
<tr>
<td>NIDOTTE</td>
<td>New International Dictionary of Old Testament Theology and Exegesis</td>
</tr>
<tr>
<td>ODCC</td>
<td>The Oxford Dictionary of the Christian Church</td>
</tr>
<tr>
<td>RAC</td>
<td>Realelexikon für Antike und Christentum</td>
</tr>
<tr>
<td>RGG</td>
<td>[Die] Religion in Geschichte und Gegenwart</td>
</tr>
<tr>
<td>TDNT</td>
<td>Theological Dictionary of the New Testament</td>
</tr>
<tr>
<td>TRE</td>
<td>Theologische Realencyklopädie</td>
</tr>
<tr>
<td>TWAT</td>
<td>Theologisches Wörterbuch zum Alten Testament</td>
</tr>
<tr>
<td>TWNT</td>
<td>Theologisches Wörterbuch zum Neuen Testament</td>
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**Series**

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<tr>
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<tbody>
<tr>
<td>ANL</td>
<td>Annua Nuntia Lovaniensia</td>
</tr>
<tr>
<td>ANRW</td>
<td>Aufstieg und Niedergang der römischen Welt</td>
</tr>
<tr>
<td>ATANT</td>
<td>Abhandlungen zur Theologie des Alten und Neuen Testaments</td>
</tr>
<tr>
<td>BETL</td>
<td>Bibliotheca Ephemeridum Theologicarum Lovaniensium</td>
</tr>
<tr>
<td>BRHE</td>
<td>Bibliothèque de la Revue d’histoire ecclésiastique</td>
</tr>
<tr>
<td>BWANT</td>
<td>Beiträge zur Wissenschaft vom Alten und Neuen Testament</td>
</tr>
<tr>
<td>BZAW</td>
<td>Beihet zur Zeitschrift für die altestamentliche Wissenschaft</td>
</tr>
<tr>
<td>BZNW</td>
<td>Beihet zur Zeitschrift für die neutestamentliche Wissenschaft</td>
</tr>
<tr>
<td>CBQ MS</td>
<td>Catholic Biblical Quarterly Monograph Series</td>
</tr>
<tr>
<td>FRLANT</td>
<td>Forschungen zur Religion und Literatur des Alten und Neuen Testaments</td>
</tr>
<tr>
<td>JSNT SS</td>
<td>Journal for the Study of the New Testament Supplement Series</td>
</tr>
<tr>
<td>JSOT SS</td>
<td>Journal for the Study of the Old Testament Supplement Series</td>
</tr>
<tr>
<td>LQF</td>
<td>Liturgiewissenschaftliche Quellen und Forschungen</td>
</tr>
<tr>
<td>LTPM</td>
<td>Louvain Theological and Pastoral Monographs</td>
</tr>
<tr>
<td>MHP</td>
<td>Miscellanea Historiae Pontificiae</td>
</tr>
<tr>
<td>QD</td>
<td>Quaestiones disputatae</td>
</tr>
<tr>
<td>SANT</td>
<td>Studien zum Alten und Neuen Testament</td>
</tr>
<tr>
<td>SBL DS</td>
<td>Society of Biblical Literature Dissertation Series</td>
</tr>
<tr>
<td>SBS</td>
<td>Stuttgarter Bibelstudien</td>
</tr>
<tr>
<td>SNTA</td>
<td>Studiorum Novi Testamentii Auxilia</td>
</tr>
<tr>
<td>SNTS MS</td>
<td>Society for New Testament Studies Monograph Series</td>
</tr>
<tr>
<td>SUNT</td>
<td>Studien zur Umwelt des Neuen Testaments</td>
</tr>
<tr>
<td>TANZ</td>
<td>Texte und Arbeiten zum neutestamentlichen Zeitalter</td>
</tr>
<tr>
<td>TU</td>
<td>Texte und Untersuchungen zur Geschichte der altchristlichen Literatur</td>
</tr>
<tr>
<td>WMANT</td>
<td>Wissenschaftliche Monographien zum Alten und Neuen Testament</td>
</tr>
<tr>
<td>WUNT</td>
<td>Wissenschaftliche Untersuchungen zum Neuen Testament</td>
</tr>
</tbody>
</table>

**Bible Commentaries**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>EKK NT</td>
<td>Evangelisch-katholischer Kommentar zum Neuen Testament</td>
</tr>
<tr>
<td>HCOT</td>
<td>Historical Commentary on the Old Testament</td>
</tr>
<tr>
<td>HNT</td>
<td>Handbuch zum Neuen Testament</td>
</tr>
<tr>
<td>HTKNT</td>
<td>Herders Theologischer Kommentar zum Neuen Testament</td>
</tr>
<tr>
<td>ICC</td>
<td>The International Critical Commentary</td>
</tr>
</tbody>
</table>
5.2. Standard Abbreviations and Sigla

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>app.</td>
<td>appendix</td>
</tr>
<tr>
<td>art.</td>
<td>article (plural, arts.)</td>
</tr>
<tr>
<td>ca.</td>
<td>circa, about, approximately</td>
</tr>
<tr>
<td>cf.</td>
<td>confer, compare</td>
</tr>
<tr>
<td>comp.</td>
<td>compiler (pl. comps.), comp. by</td>
</tr>
<tr>
<td>dept.</td>
<td>department (plural, depts.)</td>
</tr>
<tr>
<td>e.g.</td>
<td>exempli gratia, for example</td>
</tr>
<tr>
<td>ed.</td>
<td>edition; edited by; editor (pl. eds.)</td>
</tr>
<tr>
<td>et al.</td>
<td>et alii</td>
</tr>
<tr>
<td>fig.</td>
<td>figure (plural, figs.)</td>
</tr>
<tr>
<td>infra</td>
<td>below</td>
</tr>
<tr>
<td>MS</td>
<td>manuscript (plural, MSS)</td>
</tr>
<tr>
<td>no.</td>
<td>number (plural, nos.)</td>
</tr>
<tr>
<td>n.s.</td>
<td>new series</td>
</tr>
<tr>
<td>par.</td>
<td>paragraph</td>
</tr>
<tr>
<td>passim</td>
<td>here and there</td>
</tr>
<tr>
<td>pt.</td>
<td>part (plural, pts.)</td>
</tr>
<tr>
<td>sic</td>
<td>so, thus</td>
</tr>
<tr>
<td>supp.</td>
<td>supplement (plural, supps.)</td>
</tr>
<tr>
<td>trans.</td>
<td>translator; translated by</td>
</tr>
<tr>
<td>vs. (vss.)</td>
<td>vers (verses) and following verse</td>
</tr>
<tr>
<td>v. (vv.)</td>
<td>and following vers(es)</td>
</tr>
<tr>
<td>var.</td>
<td>variant</td>
</tr>
<tr>
<td>viz.</td>
<td>videlicet, namely</td>
</tr>
</tbody>
</table>

5.3. Biblical Sigla

Titles of biblical books are not italicised. Sigla are used for them (without punctuation) when chapter and verse references follow. Thus: Mt 1,10 and Mk 3,1-10. But: “In Matthew 1 we read ...”

The following is a list of sigla which are acceptable for the books of the Bible:

Old Testament

Gn  Ru  Ezr  Job  Is  Jl  Zph
Ex  1Sm  Neh  Ps  Jr  Am  Hag
Lv  2Sm  Tob  Pr  Lm  Ob  Zch
Nu  1Kg  Jdt  Ec  Bar  Jon  Mal
Dt  2Kg  Est  Ct  Ez  Mi  1Hen
Jos  1Chr  1Mac  Wis  Dn  Nah  1Esdr
Jdg  2Chr  2Mac  Sir  Hos  Hab  Jub

New Testament

Mt  Ac  Gal  1Thes  Tit  1Pe  3Jn
Mk  Rom  Eph  2Thes  Phm  2Pe  Jd
Lk  1Cor  Phil  1Tim  Heb  1Jn  Ap
Jn  2Cor  Col  2Tim  Jas  2Jn
### Some examples of biblical references

- **Nu 1:10** Numbers, chapter 1, verse 10
- **Lv 1:1-10** Leviticus ch. 1, vss. 1 through 10
- **Lv 2:2,5** Leviticus ch. 2, vss. 2 and 5
- **Jos 2:5–4:7** Joshua ch. 2, vs. 5 to ch. 4, vs. 7
- **Jos 2:5,8–7:3** Joshua ch. 2, vss. 5&8 to ch. 7, vs. 3
- **Job 2:3a** Job ch. 2, 1st part of vs. 3
- **Job 2:3; 6:7** Job ch. 2, vs. 3 and Job ch. 6, vs. 7

*Synoptic parallels: Mt 6,5 par.*

### Abbreviations used in exegetical works

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Deuteronomic tradition</td>
</tr>
<tr>
<td>DSS</td>
<td>Dead Sea Scrolls</td>
</tr>
<tr>
<td>Dt(r)</td>
<td>Deuteronomic tradition</td>
</tr>
<tr>
<td>E</td>
<td>Elohist tradition</td>
</tr>
<tr>
<td>J</td>
<td>Yahwist tradition</td>
</tr>
<tr>
<td>LXX</td>
<td>Septuagint</td>
</tr>
<tr>
<td>NT</td>
<td>New Testament</td>
</tr>
<tr>
<td>OT</td>
<td>Old Testament</td>
</tr>
<tr>
<td>P</td>
<td>Priestly tradition</td>
</tr>
<tr>
<td>SP</td>
<td>Samaritan Pentateuch</td>
</tr>
<tr>
<td>Q</td>
<td>Quelle (collection of Jesus sayings)</td>
</tr>
<tr>
<td>TM</td>
<td>Masoretic Text (also MT)</td>
</tr>
<tr>
<td>Vulg</td>
<td>Vulgate</td>
</tr>
</tbody>
</table>

### Abbreviations for translations of the Bible

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASV</td>
<td>American Standard Version</td>
</tr>
<tr>
<td>AV</td>
<td>Authorized, or King James Version</td>
</tr>
<tr>
<td>ET</td>
<td>English translation</td>
</tr>
<tr>
<td>JB</td>
<td>Jerusalem Bible</td>
</tr>
<tr>
<td>NAB</td>
<td>New American Bible</td>
</tr>
<tr>
<td>NEB</td>
<td>New English Bible</td>
</tr>
<tr>
<td>(N)RSV</td>
<td>(New) Revised Standard Version</td>
</tr>
<tr>
<td>RV</td>
<td>Revised, or English Revised Version</td>
</tr>
</tbody>
</table>
5.4. Division of English Words

English words are divided according to definite rules which must be followed carefully. (This particular exposé is taken from Turabian.)

1. In general, divide words at the ends of lines according to their syllabication as shown in the standard dictionaries.

2. Divide according to pronunciation (rather than derivation). This means that when dividing after an accented syllable, the consonant stays with the vowel when the vowel is short.

   Significant  Param-eter  Hypothesis
   Philoso-phy   Democ-racy   Prejudice

   It goes with the following syllable when the vowel is long.

   Student  Mongo-lian  Divi-sive

3. Never divide a combination of letters pronounced as one syllable.

   Pronounced  Feud  Extraor-dinary

4. When “-ing” or “-ed” is added to a word whose final syllable contains the liquid “l” (e.g. circle, handle), the final syllable of the parent word becomes a part of the added syllable.

   Cir-cling  Bris-tling  Chuck-ling  Han-dling
   Cir-cled  Bris-tled  Chuck-led  Han-dled

5. In words where an end consonant is doubled before “-ing” and “-ed”, the division comes between the two consonants.

   Setting  Con-trol-ling
   Per-mit-ting  Per-mit-ted

   Note that this rule does not apply to words originally ending in a double consonant.

   Add-ing  In-stall-ing
### 5.5. Abbreviations for the States of the U.S.A.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>Alabama</td>
</tr>
<tr>
<td>AK</td>
<td>Alaska</td>
</tr>
<tr>
<td>AZ</td>
<td>Arizona</td>
</tr>
<tr>
<td>AR</td>
<td>Arkansas</td>
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<tr>
<td>CA</td>
<td>California</td>
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<td>CO</td>
<td>Colorado</td>
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<td>CT</td>
<td>Connecticut</td>
</tr>
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<td>DE</td>
<td>Delaware</td>
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<tr>
<td>DC</td>
<td>District of Columbia</td>
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<td>FL</td>
<td>Florida</td>
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<td>GA</td>
<td>Georgia</td>
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<td>Hawaii</td>
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<td>ID</td>
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<td>Washington</td>
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<td>WV</td>
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<td>WI</td>
<td>Wisconsin</td>
</tr>
<tr>
<td>WY</td>
<td>Wyoming</td>
</tr>
</tbody>
</table>
6. Presenting in Public

What follows are some generally accepted good practices for the preparation of your presentation and the presentation itself.  

- Do not simply read your notes. It is important to present them in such a way that the listener is stimulated to pay attention.
- Be clear and informative.
- Audiences will accept errors from a first time speaker and speakers in ‘examination’ situations.
- Try to maintain eye contact with the audience but not too intently.
- Can everyone hear you and see your presentation material? If in doubt, ask.
- If appropriate, ask questions of the audience.
- If people in the audience look blank, ask if you need to explain something again.
- The occasional light-hearted comment can help relieve any tension.
- Smile!
- Avoid appearing to be bored or otherwise showing disrespect to the audience.
- Avoid talking too long (pace yourself).
- Structure and planning: A twenty-minute presentation requires changes of subject and methods of delivery to maintain audience intention. This requires you to structure your presentation carefully (e.g. 10%-20% introduction; 60%-80% main body; 10%-20% conclusion).
- Inform your audience in advance on what you plan to say: “First I will describe... Next I will explain..." This is not a waste of time, even if you have only thirty minutes. It will make it easier for the audience to absorb what follows.
- Timing: Prepare your presentation as if you have even less available time. For example, for a thirty-minute presentation aim for twenty-five minutes. If you find that you are running out of time towards the end of a presentation, you should decide which of these emergency measures you wish to take: talk a bit faster; miss some material out and skip to the end; a combination of both.
- 120 words per minute represents a reasonable speaking tempo.
- Preparation: Try not to underestimate how long it takes to prepare and practice. Take time to rehearse. The shorter the talk, the longer the preparation. You should practice the presentation at least once in front of another person, who should ideally be as critical as possible.
- If you are focusing your presentation on a piece of text (Bible, other ancient literature, translation, contemporary material) be sure to divide it into manageable segments and discuss them one by one rather than presenting the text as an uninterrupted whole. It may also be helpful to provide your audience with the actual text.
- Visual aids: Most people who give talks like to support them with visual material, often PowerPoint presentations or overhead slides. Bear in mind that your visual aids should support the presentation. They should not duplicate what you are saying, and you should avoid the temptation to read them to the audience. For both PowerPoint and overhead slides, you need first to decide how many slides you will show. For a short talk, one per two or three minutes is about right. Try to anticipate the sorts of questions that people will ask, and prepare supporting slides to illustrate answers to these questions.
- Grammar and spelling: One of the ‘obsessions’ of the academic world is correctness and consistency in the use of language, grammar and spelling. If you feel your grammar and spelling are not very good, find someone who is suitably expert and ask him or her to check your material.

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For a short presentation this will take little time.

- **Delivery:** Everyone can be understood if he or she speaks at an even pace and faces the audience. The two most common delivery problems tend to be speaking too quickly and facing away from the audience. If you do not have a strong voice, use a microphone. You are also advised not to pace up and down during your presentation and avoid fidgeting. It is not wrong to use notes to help reassure yourself, but it would be better reduce them to cards rather than sheets of paper. In no instance should you read your entire presentation.

- **Questions:** At the end of a presentation you will normally be expected to take questions from those present (at this stage the supervisor takes responsibility). If you have prepared properly and know the subject this should not present any problems for you. Do not be afraid to say that you don’t know the answer to a question. Similarly, if someone asks a question that does not seem to be related to your presentation, it is perfectly acceptable to say “I'm sorry, but I can't see how your question is concerned with this subject.”

7. **Examples of title pages**