

Wesley Theological Seminary
Doctor of Ministry Project Paper
Guidelines for Pagination

All information is available in: (we will update to the 8th edition soon)

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. Chicago guides to writing, editing, and publishing. 7th ed. Chicago: The University of Chicago Press, 2007.

Format requirements start on page 373

Margins: section A.1.1 – leave 1¼ inch margin on the left side

There are 3 sections to a paper: front matter/preliminaries, text, and back matter or reference matter.

Front matter: numbered with consecutive lowercase roman numerals, centered at the bottom of the page. See section A.1.4 on page 376 (“Placement”)

- Title page: counts as page i but the number is not shown on it (sec. A.1.4, p. 375)
- Blank page or copyright page: counted in pagination but number is not shown on it (page 386)
- Dedication if included, see p. 386 for guidelines and epigraph (p.387), counted in numbering but number not shown
- Table of contents: see pp. 387-388, page numbers continue and are shown, roman numeral centered at bottom of page(s)
- See pp.388-390 if you include list of illustration, list of tables, preface, etc.
- Abstract: see library guidelines; show roman numeral page number centered at bottom of page (pp. 390-391)

Text: may be divided into parts, chapters, sections, and subsections. See sections A.2.2, p. 391. Use consecutive arabic numerals. Using chapters as an example:

- Each chapter begins on a new page with a generic heading CHAPTER followed by a number (ONE or 1 or I), centered. Center the title of the chapter below the generic heading. See p. 397.
- The page number of the first page of each new chapter is centered at the bottom of the page. See p. 376.
- The remaining pages of the chapter are numbered with the page number in the upper right corner of the page, see p. 376. (These page numbers may also be centered)
- Each new chapter continues the arabic numbering. (Do not restart at page 1)

Back or Reference Matter: appendixes, endnotes if used (Turabian notes footnotes are preferred), and bibliography. See A.2.3, pp. 399-404. All pages must be numbered.

- Continue the consecutive page numbers of the appendix(es) and bibliography as in the text above.
- On pages with major headings (NOTES, APPENDIX ONE, or WORKS CITED) center the page number at the bottom of the page.
- Continue numbering pages in the upper right in the body of each section.
- If you include photocopied material in an appendix, add page numbers in brackets to these pages, by hand if necessary.