

**Westminster Theological Seminary
Format Guidelines and Submission Requirements
for Theses, Dissertations, and Projects**

Instructions and Sample: Chapter Titles and Subheading Spacing

According to the seminary's Format Guidelines, chapter headings and titles should be formatted according to Turabian, 9th ed., 402–405. Each chapter should begin on a new page. The method for creating “two blank lines” between your chapter title and the first line of your text is described on the last page of this handout. If you have questions about this element of your thesis, please email ctw@wts.edu.

Please see the next page for a sample of this element.

Label this page "Chapter" at the top of the page, followed by the chapter number (in either Arabic numerals or spelled out).

CHAPTER ONE

If the chapter also has a descriptive title, leave one blank line between it and the numbered title. If the descriptive title is two lines long, use single space.

INTRODUCTION: THE TRINITY AND LANGUAGE

Leave two blank lines between the title and the first line of text.

What does language have to do with the Reformed doctrine of the Tri-

do a Connecticut-born linguist and a Dutch Reformed apologist have in commo-

Leave a 1½" left margin.

two questions lie at the base of this project. Answers to each question should l

the end, but it will help at the outside to provide an apology for the union of language

theory and Trinitarian studies, for such an apology raises a pivotal theological point:

language theory and theology proper are inextricably intertwined.

Do not end subheadings with a period.

Leave two blank lines before every subheading.

Language Studies and the Trinity

Recent academia and Reformed theology have witnessed an insurgence of interest

If you use subheadings, use at least two at any one level:

- The headings at a particular level should be consistent and clearly distinguishable from those of other levels.
- Higher-level subheads should be more visually prominent than lower-level ones.
- If a subheading runs into two lines, use single space between the lines of the subheading.

and the Trinity, respectively. Why is this the case? Certainly, many

ered based on the secular and Christian book markets, but I propose

ological than market-driven: language and the Trinity go hand in hand

is a communicative being, and language is an image-bearing capacity

eatures bound in covenantal relationship with that being.

ing, it would be curious to witness a rise in interest in language

witnessing a rise in interest in theology proper. To study God is to

delve into the communion he holds with himself and with us via linguistic revelation; to

study language is to wade into the mystery of interpersonal communication that has its

source in the Trinity. In this regard, scholars who study one and completely ignore the

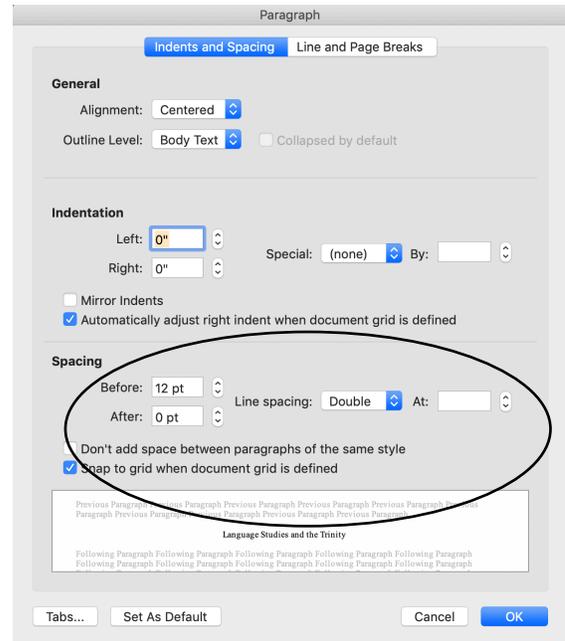
other tend to walk with a limp.

Never end a page with a subheading.

A Note on Line Spacing

According to Turabian, two blank lines should be left before each subheading. There are several ways to achieve this correct spacing. One way is to follow these steps (using Microsoft Word):

- 1) Type your manuscript using double space throughout, even for the headings. Finish the formatting of the subheadings after the content is completed.
- 2) Place your cursor in each subheading, and check that the line spacing is set to “Double.” Set the “Before” spacing at “12 pt.” and the “After” spacing to “0 pt.”
- 3) Click OK. The second blank line above the subheading should now appear.



The end result should look like this:

for such an apology raises a pivotal theological point: language theory and theology
proper are inextricably intertwined.

12pt {
12pt {
12pt {
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12pt {

Language Studies and the Trinity

Recent academia and Reformed theology have witnessed an insurgence of interest
in language studies and the Trinity, respectively. Why is this the case?