

Writing Guidelines for the Counseling Division of Denver Seminary

Denver Seminary recommends both Turabian and APA style writing to its students for the production of written material. The Counseling Division, specifically, requires APA style in all courses within the Division. A brief guide on the Turabian style, preferred by most biblical professors, may be found in the seminary orientation packet and online.

The following guidelines are based on the referencing system described in the *Publication Manual of the American Psychological Association* (6th ed., 2010). If the following examples do not answer the questions you have, please consult the *Publication Manual* in the library, or go to www.apastyle.org (Note: not all psychology/counseling journals strictly follow APA format; there are also a number of more detailed summaries of the *Manual* available on the internet).

These guidelines must be followed in all counseling courses, for all papers that you submit. Individual professors may have additional or modified requirements for specific papers.

General Style Considerations

- Observe general writing expectations common to graduate-level education.
- Papers are to be well reasoned, logical, and editorially correct (free from errors of grammar and syntax).
- Double-space everything.
- Printing on one side of an 8 1/2 x 11-inch sheet.
- 12 point standard font, such as Times New Roman or Courier.
- 1-inch margins all around.
- All pages, including the title page, are numbered sequentially using Arabic numerals (Note: if the assignment is a 5-page paper, it needs to be 5 pages of content, plus the title page and the references. In this case, there would be 7 numbered pages in the document).
- Normal paragraph indentation is five to seven spaces from the left margin.
- Use left justification only.
- Use only one space after all punctuation, except after abbreviations, for example, e.g., a.m. or U.S., when no space is needed.
- Titles (e.g., Paper Title, Major Sections, References, Appendices) should be centered on the page and the first letter of each word capitalized (not bolded, nor italicized).
- Contrary to APA style, do not include an Abstract or Table of Contents.
- Running Heads (check the APA Manual for format) may be required for some courses such as CO601, CO602, and the thesis courses, but are not required for most counseling courses.

Sections

- Title page (see guidelines and sample next page).
- Main body of paper including an introduction (with no heading), headings and subheadings, and a conclusion/summary, and references.
- For the reference list, label it “References” (it is not a “Bibliography”); include only those references explicitly referred to in the body of the paper.
- Appendices, with detailed information that is too long for the body of the paper, but useful information for the reader.

Headings and Subheadings

Centered, Bold, Uppercase and Lowercase	(Level 1)
Flush Left, Bold, Uppercase and Lowercase Heading	(Level 2)
Indented, bold, lowercase paragraph heading ending with a period. Content of this section then begins on the same line.	(Level 3)

(Note: If additional levels of headings are needed, consult the *Manual* for details.)

Title Page

Each paper should have a title page per the following criteria (an example of the title page appears on the next page: note, the information we require on the title page is different from what APA requires):

- Running heads are not required on the title page or the rest of the paper unless required by your instructor. However, if you DO use a running head, consult the APA manual for correct formatting.
- The title page is numbered as page 1.
- Type the paper title in uppercase and lowercase letters. Title should be centered between the left and right 1" margins and positioned in the upper half of the page, 6 double-spaced lines below the top margin. If the title is two or more lines, double space between the lines. The title should be no more than 12-15 words maximum.
- Your name is centered one double-spaced line below the title. Your academic program and major should be placed one double-spaced line below your name. The institutional affiliation (Denver Seminary) is then centered one double-spaced line below your program.
- The instructor's name, course number/name, and the date are centered between left/right margins on the lower half of the page, 5 double-spaced lines below the institutional affiliation. Double space between each line.
- See sample on next page.

Title of Paper

6 double-spaced lines from top margin

Student's Name

Degree and Major

Example:
M.A. Clinical Mental Health Counseling

Denver Seminary

Instructor's Name

5 double-spaced lines below Institution

CO xxx-xx: xxxxxxxxxxxxxxxxx

Course Number, section & name
Example:
CO 615-01: Professional Orientation

Date submitted

Citations

- APA uses a parenthetical system of referencing, not footnotes or endnotes (see examples below). Unlike other formatting systems, footnotes are used rarely, and only for crucial explanatory notes, not for giving the citation.
- The use of quotations is discouraged. Only quote when the particular phrasing of the author is essential to convey to the reader. Otherwise, paraphrase the ideas and express them in your own words, and add a parenthetical citation.
- It must be clear where each idea originates, therefore, one citation at the end of a paragraph does not cover the whole paragraph. However, multiple parentheses citing the same author within one paragraph is not consistent with APA style either. In such cases, identify the author at the beginning of the paragraph, and refer back to that author throughout the paragraph (see Example A. 3. below).
- If the same author and same article is cited within a paragraph, the year does not have to be repeated within that paragraph. Each new paragraph should identify the author and year even if identified in the previous paragraph.
- Page numbers are only given for quotations (“p.” or “pp.”), and are not used for paraphrased material.
- When you quote, you must reproduce quotations exactly as they appear in the original text.
- Whether you quote or paraphrase, be very careful not to plagiarize. Always provide a citation when you use another person’s words or ideas. You must give credit when you make use of another person’s ideas. Plagiarism is considered stealing and is grounds for dismissal from Denver Seminary.
- Carefully follow the examples given below that highlight the following rules:
 1. Page number of the quotation follows the quotation (in parentheses).
 2. Quotations fewer than 40 words are incorporated as sentences in the text.
 3. Quotations of 40 words or more are displayed in a separate block, begun on a separate line, and indented 5 spaces (usually one tab).
 4. In-text quotations are marked with double quotation marks at both ends of the quote.
 5. Do not use quotation marks for a block quotation, but within a block quotation, use double quotation marks to indicate any quotations within the block quotation.
 6. Place periods and commas within closing single or double quotation marks.
 7. Place other punctuation marks inside quotation marks only when they are part of the quoted material.
 8. Multiple authors referred to in the same parenthesis are listed alphabetically.

A. Using Another Person's Ideas Without Actually Quoting

1. Specific information.

In their chapter entitled "But I Want to Help People!" Leming, DeVries, and Furnish (1989) argue that in western society we have been trained to think psychologically. Therefore, we have great difficulty in using sociological perspectives in our efforts to help people.

2. General content.

More than twenty different teaching techniques are described by one well-known Christian educator (Gangel, 1986).

3. Using the same author for a section of text within a paragraph.

Gingrich (2013) discusses a phased model of therapy for complex trauma survivors. She underscores the importance [of?] establishing safety and symptom stabilization in Phase I before doing any trauma processing which is at the core of Phase II work. Gingrich goes on to discuss Phase III work which consists of consolidating previous therapeutic gains and resolving the issues of how to live as an integrated whole.

B. Quotations

1. Complete sentence or short section.

Leming, DeVries, and Furnish (1989) summarize their view by stating that "the possibilities for utilizing sociological research findings for the cause of Christ on earth can be limited only by our imaginations and commitments to service" (p. 43).

2. *Longer quotes.* Place quotations of 40 or more words in a freestanding block of double-spaced lines, indented five spaces from the left margin, and five spaces from the right margin, with no quotation marks (unless the quotation marks appear in the original quote, as seen in the example). Note that in this case, the final period is placed before the parenthetical citation.

Kaiser (1988) states:

The woman was never meant to be an assistant or "helpmate" to the man. The word *mate* slipped into English since it was so close to Old English *meet*, which means "fit to" or "corresponding to" the man What God had intended then was to make a "power" or "strength" for the man who would in every way "correspond to him" or even "be his equal." (p. 26)

3. *Omission of words or sentences.* An omission of words within a quoted sentence is indicated by three spaced periods (. . .); omitted words at the end of a sentence requires three spaced periods plus the period for the sentence (. . . .). See example B.2. above.

"Without . . . some kind of formal presentation of material, the discussion might degenerate into a pooling of ignorance" (Gangel, 1986, p. 52).

C. Scripture Citations

As a teacher of Scripture, Ezra recognized the importance of personal study and obedient practice of the Word of God (Ezra 7:10).

"For Ezra had devoted himself to the study and observance of the Law of the LORD and to teaching its decrees and laws in Israel" (Ezra 7:10 NIV).

References

- Start the references on a new page, the title centered at the top of the page, but not bolded.
- The appendices, if any, follow the reference page(s).
- The references include only those works specifically cited in the body of the paper.
- All references are double-spaced with the first line of reference flush with the left-hand margin and subsequent lines indented one tab (a hanging indent).
- All reference entries are alphabetized according to the last name of the principal author.
- Use initials for the author's first name, with a space between first and second initials.
- Use "sentence case" for book and article titles (first letter of each word is lower case, except for the first word), and use "title case" for journal titles (each word is capitalized).
- Be sure to include all the required information (editor, city, state, publisher, etc.).
- Always capitalize after a colon in references and text.
- Carefully, examine the following examples:

A. Books

1. One author.

Go, S. P. (1993). *The Filipino family in the eighties*. Manila, Philippines: De La Salle University.

2. Multiple authors.

Stevens, R. P., & Collins, P. (1993). *The equipping pastor: A systems approach to congregational leadership*. Washington, DC: The Alban Institute.

Sbanotto, E. N., Gingrich, H. D., & Gingrich, F. (2016). *Skills for effective counseling: A faith-based integration*. Downers Grove, IL: IVP Academic.

3. A chapter from an edited book.

Wilson, D. (1980). Should Christians be cultural relativists? In W. Smit (Ed.), *Christian perspectives in sociology* (2nd ed., pp. 132-140). Grand Rapids, MI: Calvin College.

4. *The Bible*. Typically the Bible is not included in the references unless you are referring to an uncommon translation or paraphrase.

5. DSM-IV-TR & DSM-5.

American Psychiatric Association (2000). *Diagnostic and statistical manual of mental disorders* (4th ed. - text revision). Washington, DC: Author.

American Psychiatric Association (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). Washington, DC: Author.

B. Articles

Collins, G. R. (1994). The puzzle of popular spirituality. *Christian Counseling Today*, 2(1), 10-14.

(Note: Only journal title and volume number are italicized. If each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume number).

Beck, J. R. (2003). The integration of psychology and theology: An enterprise out of balance. *Journal of Psychology and Christianity*, 22, 20-29.

(Note: When pagination is continuous by volume, do not include the issue number.)

C. Presentation (a class lecture, conference presentation, TV show, film)

Gingrich, F. (2005, Oct. 1). *Attachment or differentiation-of-self: Competing or complementary approaches to marriage and family counseling*. Paper presented at the World Conference of the American Association of Christian Counselors, Nashville, TN.

Gingrich, F. (2006, Apr. 7). *James Fowler's stages of faith and faith development*. Lecture presented in CO503 at Denver Seminary, Littleton, CO.

D. Website article

Sleek, S. (1996, January). Psychologists build a culture of peace. *APA Monitor*, pp. 1, 33. Retrieved from <http://www.apa.org/monitor/peacea.html>

(Note: If the internet article does not have page numbers, you should try to obtain the page numbers from the print version. If you are using quotations in the text of your paper, you may use paragraph numbers [e.g., “¶ 3”] to indicate the location of the quotation in the document. Do not cite the search engine through which you found the book/article, for example, Kindle, PsychInfo; rather, look for the url of the website that the search engine sent you to and reference the url.)