

DOCUMENT STYLE

Most organizations require a style in written material that is uniform, standardized and, for the most part, user friendly. While uniformity is a common goal, clarity of expression, through the proper use of grammar and syntax, is an essential goal as well. The Ministry Formation Program has not previously required a standardized system for preparing documents. The handbook has always provided resources for following MLA and good samples of citing techniques. Instructors provided specifics based on the needs of their assignments as well as evidence of their own personal tastes. This document demonstrates the style formats which you will be required to use in outlines, narratives and references. Please note that this will also be the format for documents written in and for the diaconate program as well. The decision to adopt a uniform writing for both formation programs was an easy one to make. There is much cross over and collaboration between the programs. Continuity of practice is a good idea.

For our purposes in both formation programs, we will use parts of two long established, widely used systems: *Modern Language Association (MLA)* and *Chicago Manual of Style (CMS)*. You may wish to refer to the original sources in your handbook, but this document provides information that you need in order to prepare papers and reports for formation courses. It will be useful, in conjunction with the original sources, for material that you prepare in ministry in future.

Appendix A shows the format for outline preparation. We suggest that you use it for your draft preparations and require you to use it for all submitted outlines.

Appendix B shows the format for submission of narrative written material. All material will be in Times New Roman 12 Font, double spaced with one inch margins. Cover pages and title pages are not used unless specifically requested by the instructor.

Appendix C shows the format for endnote(footnotes are not used) references. Place all sacred Scripture references in the text. At the end of numbered references cite a single biblical translation reference.

Keep in mind that this instruction material is a simplification for your use. As you prepare more and more material (in the formation process and as you minister to God's people) you will find it necessary to become more familiar with the original sources.

(1) www.bishopkenny.org All of the presentations given by Bryan Lee for the writing orientation.

Take the faculty/staff dropdown to Bryan Lee, under Language Arts. Click. On the left, there is an entry called "Diocesan Writing Workshop" on which you should click.

- (2) <http://www.mla.org/>
- (3) <http://www.chicagomanualofstyle.org/home.html>

APPENDIX A

The descending parts of an outline are usually labeled as follows.

- I.
 - A.
 - 1.
 - a.
 - (1)
 - (a)
 - (b)
 - (2)
 - b.
 - 2.
 - B.
- II.

Logically, there should be a II to complement a I, a B to complement an A, and so on. If the outline is so short that a second alpha-numeric is not required, a simple bullet format can be used.

APPENDIX B

The first page contains identifiers and title, and begins the narrative. Your last name appears in the right upper corner of each page with page notation, ½ inch from top. Your full name, instructor's name, course name, and date appear at the left margin. The title appears centered, next on the first page. Only last name and page number appear in the remainder of the paper (right upper corner).