

ANLI Writing Handbook
All Nations Leadership Institute
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Contents

Chapter 1: Writing Biblical Exegesis	4
Theological Argument	4
Theological Journal Entry	4
Theological Response Writing	4
Theological Reflection.....	4
Theological Research.....	5
Theological Summary.....	5
Chapter 2: Theological Writing Process.....	6
Chapter 3: Writing Process Steps	9
Chapter 4: Citation Methods.....	11
Chapter 5: Helpful Links	23

Preface

Have you ever written a paper, confidently handed it in, only to receive a paper covered in red? Many writers experience this. Writing, or more importantly, the process of writing has complex components. This detailed process includes expressing innovative thoughts in a specific writing format. The rules for writing help both the writer and the reader. Writing as an All Nations Leadership Institute (ANLI) student also has the added component of theological writing. This guide provides a snapshot to help you navigate the process of effective writing following formal writing rules and techniques. As writers, we do not want our ideas and thoughts disregarded or misunderstood due to poor formatting. Following the writing process leads you to exceptional writing and analysis.

Chapter 1: Writing Biblical Exegesis

Exegesis Writing Types

ANLI students will apply Scripture by means of various writing genres. These genres will articulate exegesis and interpretation of assigned scriptures and biblical concepts. Below represents just a few of the formats.

Theological Argument

Mapping out a theological argument encompasses stating the premises, constructing reasons, and supporting the reasons with evidence from Scripture. Tips for writing a scriptural argument include (1) understanding the core of the argument, (2) using language that persuades the reader, (3) beginning with a strong vision of the premise (a scriptural position), (4) addressing the needs of the audience, (5) writing a statement that is one to three sentences in length, and (5) representing the argument with clear writing.

Theological Journal Entry

Spiritual journaling records your journey towards God. The journal entry provides an opportunity to hear the voice of God. Documenting and reflecting on thoughts of scripture and spiritual matters contribute to your daily walk with Christ

Theological Response Writing

This writing type elicits the student's response to the content of study. The student will discuss and probe truth through personal interaction with it, and then apply this truth into ministry. The response should balance intellectual, spiritual, and emotional engagements with theoretical and practical aspects of the study content.

Theological Reflection

A theological reflection asks the student to respond to a situation, based on a biblical truth. Reflection illuminates a situation in the context of Scripture, using personal voice. Key aspects of theological reflection include elaboration, connections, and personal self-reflection. Elaboration features the degree to which one analyzes and supports each of the key essay points. Connections highlight one's combined thoughts about the larger Body of Christ with Scripture, rather than merely stringing several passages together. Last, personal reflection self-assesses and defines one's own biases, stereotypes, preconceptions, assumptions, and new ways of thinking.

Theological Research

A research paper presents your interpretation of a subject and contributing expert opinion and evaluation. It involves searching and reading information from various sources to guide your argument.

Theological Summary

A summary informs, describes, and explains a biblical subject. The writer synthesizes and reports key concepts from a third-person point of view to produce a concise synopsis with objective information. Length varies according to the summary's purpose. The writer does not interpret, evaluate, or analyze during the process. For the fact that summary writing contains an objective explanation, the writer views the subject from the perspective of an outsider in a non-personalized manner in third person (it, one, they, them, them, theirs, oneself, and themselves). To keep writing objective and non-personalized, the author avoids the first-person use of *I, me, my, myself, we, us, or our* when summarizing.

Chapter 2: Theological Writing Process

Effective writing sets the stage for the audience to understand the theological essay's conveyed meaning. Factors contributing to clear expression parallel the ANLI writing rubric:

- (1) Relevancy of Content—focused ideas that address the central theme;
- (2) Clarity of Content—organization that cohesively enhances and showcases the main idea; compels and engages the reader; direction guides the reader through the text;
- (3) Analysis—elaboration that uncovers the deeper meaning of the topic;
- (4) Grammar, Punctuation and Conventions—
 - a. Grammar transfers informal voice to formal, written language to produce meaningful expression according to established grammatical rules;
 - b. Punctuation regulates and clarifies meaning through inserting points or marks into texts to divide text into clauses and sentences or clauses; and
 - c. Convention conventions encompass basic literary rules characteristic to a particular genre such as a theological argument, biblical theology, or pastoral reflection.
- (5) APA—Follows the directions in the syllabus for APA/SBL format and style

Writing Tips for Rubric Usage

Relevancy of Content

Ask the below questions:

- Does the information the writer presents add value to the thesis?
- Does content prove the writer's stance?

A thesis statement summarizes the writer's claim and controlling idea into one or two sentences for a shorter essay. It presents the essay's position in relation to the topic. A thesis statement asserts the writer's point of view on a subject (Axelrod & Cooper, 1994).

Example

The Snickers bar (**FOCUS**) is the best choice for an on-the-go snack for active teenagers (**PRECISE OPINION**) because of its high level of energy-inducing proteins, satisfying sweetness, and all-around portability (**MAIN POINTS**).

Clarity of Content

Ask the below questions:

- Does the essay contain any ambiguous or fuzzy terminology about the essay's subject? An essay should lay out the content with specific thoughts.
- How well does the essay prepare the reader to understand the essay's claim?
- Does sentence structure show strong, active verbs to explain the thesis components?
- Do the paragraphs proceed in a logical order?
- Does each sentence and paragraph contain appropriate transitions to guide the reader from one point to the next?

Clarity includes both cohesion and coherence. Cohesion assists the reader in following the writer's train of thought with connecting words and phrases throughout the essay as the glue that holds the essay together. Coherence presents the logical organization of ideas focusing on understanding. Both cohesion and coherence work together for a connected, unified, and understandable essay.

Cohesion

- Sentences flow together developing a single main idea.
- Words connect to each other within the sentence and paragraphs.

Coherence

- Ideas show clarity.
- Organize paragraphs and sentences by order of importance or specific to general. Make sure they relate to each other.
- Additionally, sentences and paragraphs follow other organizers such as chronological, spatial, or logical orders.
- Proper transitional words signal organization like time, place, importance, examples, cause/effect, and comparison.

Analysis

Support

Support generates from the topic sentence of each paragraph. These sentences provide specific details, examples, scripture citations, and explanations ranging from first order to third to create well-developed paragraphs. The first-order sentence explains the topic sentence, the second order explains the first, and the third the second. Note: Length does not determine a well-developed paragraph. Kirszner and Mandell (2008) explain support depends on the audience, essay purpose, and scope of paragraph's main idea.

Example

(1st) "The impatience and eagerness of Absalom as a son is seen as he begins to plot to take over the kingdom from King David. (2nd) Absalom's rise to power

was a gradual take over. (3rd) He first allowed the people to trust him and to care for him. As they continued to trust his words and his deeds, he moved forward and the people began to follow him” (Cox, *The Many Faces of Absalom*).

Grammar

Active vs. Passive Voice

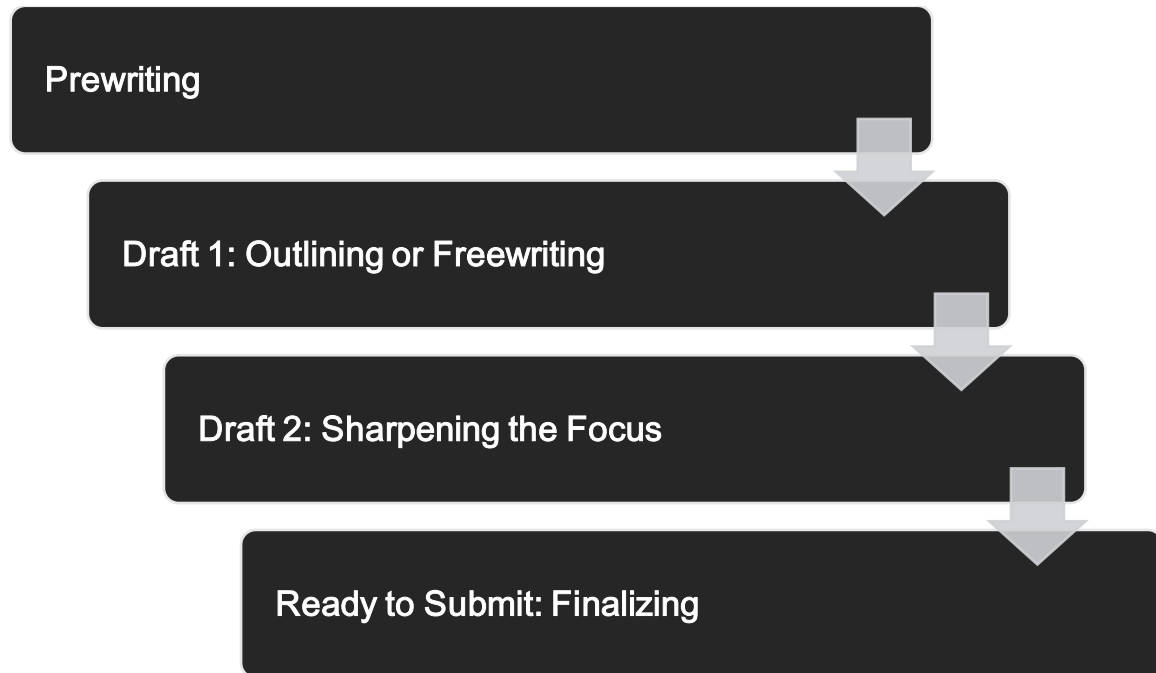
Verb choice plays an important role in writing. Active verbs lend a clear and vivid tone to an essay and support content clarity. On the other hand, passive create ambiguity and dullness in meaning. In a sentence with an active verb, the subject performs the action. With a passive verb, the subject does not perform the action. All to be verbs form a passive voice construction: is, was, were, has been, will be, and more.

Examples

Passive. The brakes were slammed on by her as the car sped downhill. *The action performs upon the sentence subject, meaning this sentence contains passive voice (indirect).*

Active. She slammed on the brakes as the car sped downhill.
The sentence subject performs the action.

Chapter 3: Writing Process Steps



Writing Musts

- Write in third person unless specified
- Understand your purpose for writing and state it clearly.
- State a thesis and main points to elaborate in the first or second paragraph of the paper, and then follow it through in the body paragraphs.
- Do not use cliché's or jargon. Write for clarity, but not to impress the reader.
- Use an active voice. Avoid words like is, can be, to be, etc. Writing in a passive voice can lead to confusing and boring writing.
Active Voice: I read the Bible daily.
Passive Voice: The Bible is read by me daily.
- Follow APA6e for paper formatting & SBL for citations.
- Space once between sentences. You space twice in a draft copy only.
- Use one space after a colon.
- Place punctuation inside quotation marks.
- **PROOFREAD**
Give yourself a break from your text before you proofread.
Use a spellchecker.
Read text aloud and backwards.
Look for one type of problem at a time.
- Use direct quotes sparingly.
- Vary word usage.
- Write with gender-neutral pronouns as opposed to he or she.

Chapter 4: Citation Methods

APA

How to Set Up a Paper

- Use one inch margins on all sides
- Double Line Spacing
- Font: 12 pt. Times New Roman

Title Page

- The title page contains the title of the paper, the author's name, and the institutional affiliation, centered
- No need for a running head

References Page

- Title: References
- Center the word References on the first line.
- Capitalize the first letter of the word References.
- Do not bold or underline the word References.
- Double space all entries within and between entries.
- Indent all lines after the first line of each entry in your reference list one-half inch from the left margin (hanging indentation).
- There are no extra lines between title and first reference entry. Double space all content on the reference page. Do not add a third line in between the title and first reference entry or among entries.
- Identify every source used with an entry.
- Arrange all reference entries alphabetically by the author's last name. When a work does not provide an author or editor, use the title instead.

Writing Reference List Entries

Single Author Example (book)

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Bernard, D. K. (2005). *Understanding God's word: An apostolic approach to interpreting the bible*. Hazelwood, MO: Word Aflame Press.

Single Author Example (journal)

Pratt, J. K. (2014). Worship wars: John Smyth and the apostolic model of spiritual worship. *Baptist History and Heritage*, 49(1), 9,27.

Citations

In-text citation capitalization, quotes, and italics/underlining

- Always capitalize proper nouns, including author names and initials: L. Yaghjian.
- Indirect quotes require only the author's last name and year of publication.
- When quoting an author use the past tense. For example, "Vine (1996) defined revelation as a manifestation of truth or knowledge."
- If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: *Writing Theology Well*. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Writing New Media, There Is Nothing Left to Lose*.

Paraphrasing

Restating the meaning of another's idea using other words. Cite the author's name and year of publication in the body of the paper. APA does not require a page number for a paraphrased quote.

Example

Book stated: Since the Bible is the Word of God, our understanding of truth must be rooted and grounded in the text of scripture.

Paraphrased

As Christians, we base what we believe on understanding of scripture (Bernard, 2005).

Short Quotations

Use direct quotations only when necessary and relevant to the topic. When directly quoting from a work, include the author’s last name, year of publication, and the page number for the work cited.

Example

“According to Trimm (2011), ‘Capacity building, in a way, is also about community building. It’s about growing into the fullness of God as a community’” (p. 21).

Long Quotations

For the purposes of ANLI, student most likely will not write papers that warrant using a long quote. Place direct quotations that are 40 words, or longer, in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation one half inch from the new margin. Maintain double spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Latin Abbreviations

Abbreviation	Meaning	Example	APA Notes
cf.	“compare” or “consult” (used to provide contrasting or opposing information.	Bradley’s (2013) findings provided a divergent opinion on effective leadership (cf. Lowe, 2009). His research supports the premise of servant leadership (see also Jones & Walker).	Do not put a coma after or a period between the c and the f. Use “cf” to contrast; use “see” or “see also” to compare like things.
e.g.,	“for example” (abbreviation for <i>exempli gratia</i>)	Researchers (e.g., Moss, 2013; Hayes 2014) suggest churches with active children’s ministry experience growth.	Always put a comma after e.g.

etc.	“and so on” or “and so forth” (abbreviation for et cetera)	Schools ranked the level of student participation in sports from greatest to least (football, soccer, etc.). Outdoor sports ranked highest (soccer etc.).	Place a comma before if used to end a list of at least two other items.
i.e.,	“that is,” (abbreviation for id est; used to give specific clarification)	When you are committed to eating healthy there are places you should not visit (i.e., a candy store).	Always put a comma after i.e.
viz.,	“namely”	We created our program based on earlier research (Hall & Chambers, 2007) and improved it.	Always put a comma after.
vs.	“versus”	The editor reported the opposing position (yes vs no) to the new development.	Exception: With legal citations use v.
et al.	“and others”	Walker, Washington, and Hill (2013) attempted to embark upon their new journey. Walker et al. began with writing grants.	Use et al. when a work has more than three authors. Cite all authors the first time, in subsequent instances cite the first author followed by et al. *Used inside and outside of parenthesis.*
Ibid	abbreviation for ibidem used in citations to refer again to the last source previously referenced.	Never used in APA style	Not used in APA Style; instead give each citation using author names as usual.

SBL

Abbreviating Scripture

Use the abbreviations for biblical books (listed in next section).

Citing Scripture

Cite Scripture within the body of your essay or research paper, but not in your references. The first time you cite a Bible version, you must include it in the citation. If you use a second version, you cite that one. When you return to the first version, you cite it again. Find the correct and incorrect ways to cite the book and verse below.

Correct Way of Citing Scripture

- The reasons to apply Scripture can be seen in 2 Tim 3:16.
- The passage, 2 Tim 3:16, shows the reasons for applying Scripture in your life as a Christian.
- Second Timothy 3:16 shows the reasons for applying Scripture in your life as a Christian.
- Did you know that "All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness?" (2 Tim 3:16 KJV).

Incorrect Way of Citing Scripture

- 2 Timothy 3:16 shows the reasons for applying Scripture in your life as a Christian.
- 2 Tim 3:16 shows the reasons for applying Scripture in your life as a Christian.

Transliteration

The English letter form of a Greek word.

Capitalization

These capitalization terms reflects the most common from the *Christian Manual of Style* and *SBL Handbook of Style* used in ANLI classes. Capitalize all pronouns for God/Jesus.

-A-

Abba

Adonai

ancient Near East

Apocalypse, the (Book of Revelation)

apocalyptic

Apostle Paul (but lower case Paul the apostle, apostle (s), the twelve apostles, etc.

ark

ark of the covenant

ascension, the

Assyrian Empire

atonement

Atonement, the Day of

-B-

Baal

baptism

Beatitudes, the

believers

Bible -- Capitalize all terms for the Bible including the Word and Scripture

Biblical

Blood, the

blood of Christ

Body, the

Body of Christ

Book (of Jeremiah, as opposed to Jeremiah's book of prophecies)

book of law

Book of Life

Bread of Life

Bridegroom, the

burnt offering

-C-

canon

captivity

chief priest

chosen people

Christian

Christian era
Christianize
Christlike
christocentric
Christology
Church, the (body of Christ)
church (local)
covenant
covenant, the new (except in a title)
covenant, the old (except in a title)
creation, the
Creator, the
cross (salvation event and place)
crucifixion of Christ
crucifixion, the
curse, the

-D-

Davidic
Day of Atonement
day of judgment
day of Pentecost
Dead Sea Scrolls
Deuteronomic
Diaspora
devil, the
disciples
Dispersion
divided kingdom
divine

-E-

early Church
elect, God's elect
end time, the
Epistles, the
eschatology
eternal life
eternity
evangelist
exile (condition)

-F-

faithfulness (fruit of the Spirit)
firstfruits
Flood, the
Former Prophets
Feast of Firstfruits
Feast of Pentecost
Feast of Tabernacles
First Temple period
fall of humanity
fall of Jerusalem
fall, the
fruit of the Spirit

-G-

garden of Eden
gentleness (fruit of the Spirit)
goodness
God -- All pronouns for God: He, Him, Himself, His, Who, Whom -- Do not use They. God is one.
God Almighty
Godhead
godless
godly
Good News
Gospel (i.e., Gospel of Matthew or Synoptic Gospels, as opposed to the four gospels or Matthew's gospel)
Gospel (Salvation message)

-H-

hallelujah
He (see God)
heaven
Hebrew Bible
Hellenistic
Him (see God)
high priest
Historical Books
humanity

-I-

idolaters
Immanuel

-J-

Jehovah
Judah
Judaic
Judaism
Judea
Judea

-K-

king of Israel
King of kings
kingdom of God
kingdom, the

-L-

Lamb of God
land of Israel
last days
law (as opposed to grace)
law of Moses, Jewish law, law of Israel
Law, the (Pentateuch)
Letters, the
Levite
lordship

-M-

Major Prophets
Masoretic
Masoretic text
Matthean
mercy seat
messiah (general meaning)
Messiah (Jesus)
messianic
Minor Prophets
Mishnah
Mosaic law

-N-

Near East
Neo-Babylonian period
New Covenant

New Testament
northern Israel
northern kingdom

-O-

Old Covenant
oral law
Oral Torah

-P-

Pastoral Epistles
patriarchal narratives
patriarchal narratives
patriarchs, the
Pentateuch
people of Israel
period of the judges
Poetic Books
preexilic
priesthood, the
promised land
Prophet Jeremiah
prophets
Prophets, the
psalm, a
Psalms, Book of

-O-

Qadesh
Qumran

-R-

Roman Empire
Rosh Hashanah
royal psalms

-S-

Sabbath
Sanhedrin, the
Savior
scribe
scriptural
Scripture
second coming
Semitic

Septuagint
Son of God
Spirit of God
Sprit, the
synagogue
synoptic (used as an adjective)
Synoptic Gospels, the

-T-

tabernacle
Talmud
Ten Commandments
torah (instruction)
Torah (a division of the canon)
twelve apostles
Twelve, the

-U-

Ugaritic
Upper Egypt
united kingdom
upper Mesopotamia

-V-

version, the
Vulgate

-W-

wilderness
Wilderness of Sinai
wilderness wanderings
Wisdom literature
Word, the
Written Torah

-Y-

Yahweh
Year of Jubilee

-Z-

Zealots

Books of the Bible Abbreviations

However tempting to exemplify the importance of the Word of God by using all capital letters, the specific manner to abbreviate the books of the Bible ensures understanding by all.

Old Testament	Abbreviation	New Testament	Abbreviation
Genesis	Gen	Matthew	Matt
Exodus	Exod	Mark	Mark
Leviticus	Lev	Luke	Luke
Numbers	Num	John	John
Deuteronomy	Deut	Acts	Acts
Joshua	Josh	Romans	Rom
Judges	Judg	1-2 Corinthians	1 Cor 2 Cor
Ruth	Ruth	Galatians	Gal
1-2 Samuel	1 Sam 2 Sam	Ephesians	Eph
1-2 Kings	1 Kgs 2 Kgs	Philippians	Phil
1-2 Chronicles	1 Chr 2 Chr	Colossians	Col
Ezra	Ezra	1-2 Thessalonians	1 Thess 2 Thess
Nehemiah	Neh	1-2 Timothy	1 Tim 2 Tim
Esther	Esther	Titus	Titus
Job	Job	Philemon	Phlm
Psalms/Psalms	Ps/Pss	Hebrews	Heb
Proverbs	Prov	James	Jas
Ecclesiastes	Eccl	1-2 Peter	1 Peter 2 Peter
Song of Songs (Song of Solomon)	Song	1-2-3 John	1 John 2 John 3 John
Isaiah	Isa	Jude	Jude
Jeremiah	Jer	Revelation	Rev
Lamentations	Lam		
Ezekiel	Ezek		
Daniel	Dan		
Hosea	Hos		
Joel	Joel		
Amos	Amos		
Obadiah	Obad		
Jonah	Jonah		
Micah	Mic		
Nahum	Hah		
Habakkuk	Hab		
Zephaniah	Zeph		
Hag	Haggai		
Zechariah	Zech		
Malachi	Mal		
<i>(SBL Handbook, 2003, p.75)</i>			

Chapter 5: Helpful Links

APA Formatting <https://owl.english.purdue.edu/owl/resource/560/01/>

SBL Citation Style http://www.sbl-site.org/assets/pdfs/SBLHSrevised2_09.pdf

Appendix 1

Examples of Transition Words and Phrases

Contrast

On the contrary, contrarily, notwithstanding, but, however, nevertheless, in spite of, in contrast, yet, on one hand, on the other hand, rather, or, nor, conversely, at the same time, while this may be true.

Addition

And, in addition to, furthermore, moreover, besides, than, too, also, both-and, another, equally important, first, second, etc., again, further, last, finally, not only-but also, as well as, in the second place, next, likewise, similarly, in fact, as a result, consequently, in the same way, for example, for instance, however, thus, therefore, otherwise

Time

After, afterward, before, then, once, next, last, at last, at length, first, second, etc., at first, formerly, rarely, usually, another, finally, soon, meanwhile, at the same time, for a minute, hour, day, etc., during the morning, day, week, etc., most important, later, ordinarily, to begin with, afterwards, generally, in order to, subsequently, previously, in the meantime, immediately, eventually, concurrently, and simultaneously

Space

At the left, at the right, in the center, on the side, along the edge, on top, below, beneath, under, around, above, over, straight ahead, at the top, at the bottom, surrounding, opposite, at the rear, at the front, in front of, beside, behind, next to, nearby, in the distance, beyond, in the forefront, in the foreground, within sight, out of sight, across, under, nearer, adjacent, and in the background

Concession

Although, at any rate, at least, still, thought, even though, granted that, while it may be true, in spite of, despite, and of course.

Similarity or Comparison

Similarly, likewise, in like fashion, in like manner, and analogous to

Emphasis

Above all, indeed, truly, of course, certainly, surely, in fact, really, in truth, again, besides, also, furthermore, and in addition