



GUIDELINES FOR PRESENTATION PROPOSALS & PAPER SUBMISSIONS

A. PRESENTATION PROPOSALS

- All current students and alumni from any degree program at any campus are eligible to make a presentation at any ATS meeting.
- Presentations must fall within the following topical parameters:
 1. Theology (Systematic, Biblical, Historical, Practical, Philosophical)
 2. Biblical studies
 3. Church History
 4. Christian Psychology and Counseling
 5. Christian Literary/Art Criticism
- There are no further restrictions on what may be presented. It is not necessary that the presentation be developed from a paper written for any RTS class, be approved by an RTS faculty member, receive a particular grade, or be any particular length.
- Proposals must be submitted by email to the current ATS president at least one full week before the scheduled meeting, along with any scheduling requests. Proposals must include a title and abstract.
- Presenters may not change the topic of their presentations after the submission deadline.
- Each person may only make one presentation per meeting.

B. PRESENTATION GUIDELINES

- Presenters will be given 40 minutes for their sessions.
- Presenters must allow at least 10 minutes for Q&A following their lectures.
- Presenters are encouraged (but not required) to wear attire appropriate for a professional academic environment.

C. GUIDELINES FOR PAPER SUBMISSIONS

Students and alumni who would like to have their papers considered for inclusion in the annual *Journal of the Amateur Theological Society (JATS)* are required to meet the following requirements:

- Papers must have been presented at an ATS meeting during the year corresponding to the upcoming *JATS* volume.
- Papers must first be submitted to an RTS faculty member for grading. **Papers which receive any grade lower than a 96 will be automatically rejected.** Documentation proving the grade received must be included with the submission.
- Papers must be submitted as a .doc or .docx. **All PDFs will be automatically rejected**, as they create too many formatting difficulties for the editor.
- There is no minimum or maximum length requirement for paper submissions.
- Papers must be submitted by email to the current *JATS* editor within one week following the Spring ATS meeting.

D. *JATS* STYLE GUIDE

In order to accurately represent the academic standards of RTS's best students, editing of *JATS* is intentionally minimal. The editor will correct any obvious misspellings or errors in formatting and citation. The editor will not fix grammatical errors, reorganize material, or make stylistic changes. In order to maintain uniformity throughout each *JATS* volume, all paper submissions must meet the following style requirements:

- Font must be 12pt. Times New Roman.
- Block quotations must be indented by 0.3pts on both sides.
- Front and back matter:
 - No title pages. Title must be centered at the top of the first page, printed in all caps. Subtitles should be printed on the next line, also in all caps. The author's name should be written in all caps underneath the title.
 - It is not necessary to include a bibliography.
- Line spacing:
 - Lines should be single-spaced, with no additional spacing either before or after paragraphs.

- There should be one blank space before every heading and block quotation. There should be an additional space following major subsection headings and block quotations.
- Section headings:
 - Section headings must be centered on the page and printed in all caps. Do not number section headings. No italics, underlines, or bold text.
 - Subsection headings must be centered on the page, printed in italics, with the initial letter of each word capitalized. No underlines or bold text. Subsection headings may be numbered (but are not required to be).
 - Sub-subsection headings must be left justified, printed in italics, with only the initial letter of the first word capitalized. No underlines or bold text. Sub-subsection headings may be numbered (but are not required to be).
- Citations:
 - Scripture citations should be given in the body of the text, within parentheses.
 - All other citations must be given in footnotes formatted according to the most recent Turabian style guide.

E. STYLE EXAMPLE

TITLE OF PAPER
SUBTITLE
AUTHOR'S NAME

INTRODUCTION

Text text text text text text text, text text text text text text text. Text text text text text; text text text text. Text text text, text text text text text text text text, text text text. text text text text text text. Text text text text, text text text text text text text text text text, text text text text text text text.

SECTION HEADING

Text text text text text text text, text text text text text text text text. Text text text text text; text text text text. Text text text text (text text text) text text text text text text, text text text text text text text.

Subsection Heading

Text text text text text text text, text text text text text text text text. Text text text text text; text text text text.¹ Text text text text text text text text text text text, text text text (Txt 3:16). text text text text text text.

1. Sub-subsection heading

Text text text text text text text, text text text text text text text text. Text text text text text; text text text text. Text text text text text text text (Txt 9:65), text text text text (Txt 16:3), text text text (Txt 4:48). Text text text text text; text text text text.

2. Sub-subsection heading

Text, text text text text text text, text text text text text text text text (Txt 4:32). Text text text text text, text text text text. Text text text, text, text text text text text.

Text text text text text text text, text text text text text text text text. Text text text text text; text text text text. Text text text, text text text text text text text text, text text text. text text text text text text. Text text text text, text text text text text text text text, text text text text text text text.²

Text text text text text text text, text text text text text text text text. Text text text text text; text text text text.

¹ Author's Name, *Title of Book* (Place of publication, State Abbreviation: Publisher, Date), page number.

² Author's Name, "Title of Journal Article" in *Title of Journal* volume number, issue number, (month, year): page number.