

Parallel Session Paper Deadline and Format Specifications

Deadline for Receipt of SPS Annual Meeting Papers

Submit two electronic files (original format and rich-text format [.rtf]) of your paper to both the Interest Group Leader sponsoring your presentation, and the Program Chair. Papers containing text such as biblical Greek or Hebrew or unusual fonts should also submit a copy in PDF.

To guarantee that your paper is included in the CD-Rom collection and is posted to the SPS website, your Interest Group Leader and the Program Chair must receive it no later than January 15 prior to the meeting. We do not guarantee that papers received after this date can be included in either venue. *In fact, if your paper is received too late, your session may be cancelled.*

Biographical Information

Send your biography to the Interest Group Leader via post or e-mail by February 15 in the following format:

- Typed and double-spaced.
- Times New Roman with a 12 point font size.
- Less than 70 words in length.
- Include name, title, rank, and institution.

This will then be passed onto the chair of your session by the Interest Group Leader.

Formatting Papers for the SPS Annual Meeting

Please follow these standards when formatting your paper. This will assure uniformity and high quality on the CD Rom and website.

- Begin your paper with the paper title, name of the Interest Group sponsoring the presentation (e.g., Missions & Intercultural Studies, Theology, Biblical Studies, Religion & Culture, etc.), presenter's name and institutional affiliation, and the following phrase: "Presented at the 39th Annual Meeting of the Society for Pentecostal Studies."
- Display page numbers only at the center of the bottom of each page.
- Display a header on each page that gives the presenter's name and a truncated title. Do not allow the text in the header to show near the right margin. For example: Ima Scholar, "Loving God with the Mind."
- Use Times New Roman at 12 point as the font for text and use 10 point font for footnotes.
- Margins on all sides are to be one inch.
- Main text should be double spaced except block quotations and notes.

- Papers should conform in style to the sixth or seventh edition of Kate L. Turabian, *[A Manual for Writers of Term Papers, Theses, and Dissertations](#)*.
- There are no limits to the length of your paper, but there are time limits to the length of your presentation. Please communicate with your Interest Group Leader regarding the length of your presentation.

Day of Paper Presentation

Go to the presentation room 10-15 minutes before the start of the session to meet the chair and respondent, and to ensure the facilities are appropriate to your needs. At this time the chair may clarify your biographical information.