DOCTOR OF MINISTRY
DISSERTATION GUIDELINES
2011
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INTRODUCTION

The purpose of the RTS Doctor of Ministry (D.Min.) program is to equip Christian leaders to be more effective in their ministries through advanced study and training (beyond the M.Div. degree) in the theory and practice of a biblically integrated ministry.

The goal of the RTS D.Min. program is to help produce “theologically reflective practitioners” who learn to think theologically about ministry as a result of taking D.Min. courses while simultaneously serving in ministry. The process of disciplined in-depth reading, integrative writing, and periodic campus interaction, with both RTS faculty and ministry peers, is designed to help bring positive growth in both the Christian leader’s personal life and public ministry.

After completing the 24 hours (8 courses) of D.Min. course work, the student is required to complete a 6-hour research and writing project on an approved subject. This dissertation is designed to bring completion to the student’s D.Min. program learning experiences, to give evidence of the student’s ability to do independent research in ministry, and to integrate theology into practical ministry.

Students are instructed to select a topic based on their own areas of interest with relevance to their present ministry context. Prior to beginning work on the dissertation all D.Min. students are required to take the dissertation seminar, which includes topics such as: D.Min.dissertation standards, researching and writing processes for writing the proposal, and style and formatting requirements. RTS Faculty Advisors will be chosen for the purpose of evaluating the content of each student’s paper, but not the style and formatting.
A. The Nature of the Doctor of Ministry Program

- Equipping leaders for greater effectiveness
- Integrating theology and ministry
- Developing “reflective practitioners”
- Developing “lifelong learners”

B. The Goals of the Doctor of Ministry Program

- Knowledge
- Skills
- Character
- Relationships

C. The Nature of the Doctor of Ministry Dissertation

- Culmination of the program
- Rooted in a God-given “passion” in the field of Practical Theology
- Qualitative research not quantitative (social science)
- Answering a question or solving a problem, not testing a hypothesis
- Making a contribution. Publishable, not necessarily marketable
- Developing expertise – able to teach a seminary course on topic

The above expectations and considerations in writing your dissertation will be expounded on further in the seminar that is held during the (required) core courses in January and July.
SAGE ADVICE

There is very little wiggle room regarding the formatting of your D.Min. dissertation. The implementation of these standards is an effort on our part to maintain a high academic standard at Reformed Theological Seminary.

Most people, given the choice, will try to avoid trials, pain, and suffering. You will save yourself a lot of trouble later in your writing process if you take the time to read and familiarize yourself with the style and formatting guidelines in this manual, before beginning the major portion of your writing. It is much easier to do it right the first time than to have to edit and correct mistakes later. Do yourself a favor and know this formatting guide.

- Plan ahead. Being proactive in the writing and formatting of your manuscript reduces time, frustration, and expense. Anticipate the problems that may arise and deal with them before you become embroiled.

- Always have a second person edit your paper for clarity, grammatical correctness, and format. Even the most proficient writer overlooks errors. When reviewing our own writing, we tend to see what should be there rather than what actually is there. The RTS Style Reader will not accept a manuscript that has not been proofread by a second party. Be sure to provide your editor with a copy of these Formatting Guidelines. You can waste a great deal of money and create for yourself needless frustration if your editor can’t point out formatting errors that need to be fixed.

- It is important to state again that your Faculty Readers are NOT editing for format or style. They are simply reading for content. Therefore it is important that you utilize an editor who can help with formatting checks, but that also knows academic writing well, and can help point out any areas of stylistic concerns.

- If you have a great deal of difficulty with formatting, choose as your editor someone capable of doing the computer work necessary to fix the problems. The financial investment will reap a bountiful harvest in time saved and frustration avoided.

- In the preparation of your manuscript be consistent. If you try to simply import material from tutorials or papers that you wrote for previous course work before it was formatted to the present manual stipulations, you run the risk of multiple inconsistencies that will bring you grief—and many rewrites. Be sure that throughout your dissertation every element is presented in identical form.
THE DISSERTATION PROCESS

Step One: Attend Dissertation Seminar (scheduled during the required D.Min. core course week each session) The seminar expands and clarifies the guidelines found in this document. NOTE: Students are required to use the following texts in writing the DMin dissertation:

Required Texts:

Step Two: Prepare and submit draft proposal via e-mail to orlando.dmin@rts.edu.

Conduct research following these guidelines suggested in James E. Bradley & Richard A. Muller’s, Church History: An Introduction to Research, Reference Works, and Methods.

• Pray for wisdom, insight, direction, etc.
• Read and study (review literature, RTS Library, CD dissertations, and Internet)
• Survey (learn how others have dealt/deal with the problem)
• Record findings (always be developing a bibliography)
• Analyze findings (compare and contrast, develop charts, etc.)
• Formulate (experience the “iterative process”)
• Write the draft proposal (follow strictly the RTS Guidelines and its Sample Proposal)
• Submit the draft proposal (Word document) via e-mail to the RTS D.Min. department. dmin.orlando@rts.edu

Note: All proposals submitted that have not been edited for spelling and grammar will be returned.
Step Three: Revise and submit the final proposal to the D.Min. Staff at dmin.orlando@rts.edu.

Allow two to four weeks for a written response — via e-mail.

Upon proposal approval by the D.Min. Director or D.Min. Associate Director, a Faculty Advisor (First Reader) will be assigned. Requests for specific Faculty Advisors will be considered.

At this time the D.Min. Director or Associate will notify the Registrar to register your “Doctoral Project Part 1,” and your account will be assessed for three hours at the current tuition rate. You may pay online via Self Service or print your statement and mail to RTS with your check.

Students are responsible for initiating contact with the assigned Faculty Advisor. Schedule an appointment (by telephone) with your faculty advisor to meet and discuss any proposal revisions the advisor may require (such as changes in research goals, chapter outlines, etc.) before formal writing of the dissertation begins.

NOTE: Final approval of the proposal ultimately rests with the Faculty Advisor (First Reader) so be prepared to make more proposal revisions to satisfy the Faculty Advisor’s personal criteria. Upon completion of 24 hour credits, your Faculty Advisor approval, and payment for your Doctoral Project, Part 1, you become a formal “candidate” for the Doctor of Ministry degree. At this time you must email a copy of your proposal and coversheet to dmin.orlando@rts.edu.

Step Four: Write the six dissertation chapters.

Before beginning the writing process for your final paper, it is essential that you obtain and thoroughly peruse the RTS D.Min. Dissertation Guidelines to ensure that you begin the process with the correct requirements in mind. Save yourself valuable time, money, and frustration. It is always much easier to edit papers that have taken careful note of the requirements from the beginning stages, rather than waiting until the end when mistakes have consistently been made throughout the paper.

NOTE: The proposal is revised and becomes Chapter 1, with a few minor alterations:

1. The Problem Statement is amplified and expanded.
2. The Chapter Outlines are dropped and absorbed into the Table of Contents.
3. The Bibliography is dropped and absorbed into the References Cited and sometimes also into the Bibliography (Optional).
4. The Timeline is dropped.

At this point you should have the following working documents:
1. Dissertation Title page
2. Table of Contents (a reworking of your proposal’s chapter outlines)
3. Chapter I
4. References Cited (a reworking of your proposal’s Working Bibliography for the final dissertation)

Write Chapter 2 and submit along with your revised Chapter 1 to your Faculty Advisor.

Following your advisor’s approval for both chapters you will email them to dmin.orlando@rts.edu to be assigned to an RTS style reader. Note: The RTS style reader is not your editor but one who merely evaluates the final paper’s adherence to RTS Guidelines and Turabian. The student is responsible for all editing and formatting.

After receiving approval of Chapters 1 and 2 from both: 1) the Faculty Advisor and 2) RTS style reader, write the remaining chapters (3–6) of the dissertation, strictly following RTS Guidelines and Turabian (7th edition).

Students are strongly encouraged to hire someone very familiar with the Guidelines and Turabian (such as someone who regularly edits graduate theses or dissertations at a local community college) to edit the format and style of the dissertation before the draft is submitted to the RTS style reader. However, when RTS Guidelines and Turabian vary, your editor needs to know that the RTS Guidelines should be followed over Turabian. It is therefore essential that anyone you hire be given a copy of these RTS Guidelines and read over them well. This usually proves to be money very well spent!

Complete the dissertation and get final approval from your Faculty Advisor.
Step Five: Submit two bound (spiral bound or 3-ring notebook) copies in
preparation for your Oral Defense. Carefully package and mail to: D.Min.
Office, Reformed Theological Seminary, 1231 Reformation Drive, Oviedo,
FL 32765.

One copy is for your Faculty Advisor, and one copy for your Faculty Reader.
Submissions due by **December 31 (May 31 for those using the alternative
deadline schedule)**. At this time the student should be submitting what he/she
believes is the final draft.

When these copies have been mailed, call the D.Min. office staff (407.366.9493,
ext. 219) to begin the process of arranging for your oral defense date.

Following the successful completion of the Oral Defense, the Registrar is notified
to enter “Doctoral Project Part 2” on your transcript. At this time the student is
responsible to pay for the last three hours of your D.Min. degree and to register
for graduation.

Step Six: Pass the Oral Project Defense and gain final content approval from the
D.Min. Dissertation Committee

When the final revisions have been approved by the Faculty Advisor:

1. An oral defense time is confirmed and a Second Reader (RTS faculty)
is assigned to read the dissertation. The Dissertation Committee
conducting the oral defense normally consists of a minimum of two
RTS faculty members including the Advisor and the Second Reader.
• The D.Min. Director may also serve on the examining committee.
• The D.Min. staff will coordinate calendars and schedule the
defense.
• The deadline for passing the oral defense is **March 15 for May
Graduation and October 15 for December Graduation**.

**NOTE:** For the defense, please be prepared to give a 15-20 minute summary of
your entire research project, beginning with the thesis question and then sharing
your answer(s) to the question, relating each of the chapters. After your
presentation the Faculty Readers will ask you questions on each chapter. At the
conclusion of the time you will be given a series of requested revisions (usually
minor) for the final paper.

Payment for the Doctoral Project, Part 2 is due on the date of the defense.
Step Seven: Revise the dissertation and email a copy to dmin.orlando@rts.edu. Include a Revision Summary Paper to note your changes with appropriate page numbers.

At this point it is important that you follow the steps below:

1. Revise the dissertation in response to the evaluation given by the Faculty Advisor and Reader.
2. Write a Revision Summary Paper indicating the changes you have made to your dissertation (including the page numbers of the revisions).
3. Send your revised Dissertation and your Revision Summary paper to the D.Min. office dmin.orlando@rts.edu by February 15 for May Graduation and by September 15 for December Graduation.
4. After final content approval this copy will be sent to an RTS Style Reader for the final evaluation.

The deadline for submitting the entire dissertation to the RTS Style Reader is two weeks after the Oral Defense.

Step Eight: Make final revisions required by the RTS Style Reader and submit two (2) error free copies of the final dissertation for binding.

1. Make final revisions required by the RTS Style Reader.
2. Submit two final copies on cotton, acid free paper for professional binding (photocopies on cotton, acid free paper are acceptable). Do not bind or hole-punch these papers! If mailing, please pack carefully to avoid shifting.

   - One bound copy of the final dissertation will be made for the student and one will be placed in our RTS Orlando library. Extra personal copies of the paper may be submitted for binding when you include a check for $13.00 each. If dissertations are shipped internationally the student will be asked to pay additional postage.
   - Please allow 2-3 months for dissertation binding.
   - Final dissertation approval is contingent upon payment of the final three hours (six hours total) tuition at the current rate.

Upon the recommendation of your DMin Faculty Committee, your degree is confirmed by the full affirmative vote of the RTS Orlando Faculty during their monthly meeting in December and May.
If you are a December Graduate, you may begin using your doctoral title on December 15. You may receive your doctoral hood and diploma in January upon request to the registrar, or may have them held for the Graduation Ceremony which is usually scheduled the fourth Friday of May.

Students graduating in May and December are encouraged to participate in the Spring Graduation Ceremony.

You are also invited to participate in the President’s Reception and the Graduation Banquet on the Thursday evening prior to the Friday evening Graduation. Although the banquet is primarily geared to the masters’ level students, you are very welcome to attend. (RSVP and purchase of a ticket required).
Library Research

Orlando D.Min. Students are able to obtain library cards, which they can use to check out books from the RTS Orlando collection. D.Min. Students are subject to all the rules and regulations governing use of the card.

You may check out books for a one month period. Books may be renewed for an additional month. You may not keep books for more than 3 months.

The most frequent question D.Min. students ask is “where can I find other dissertations?” They are located in the oversized section which is at the beginning of the circulating section. If you are confused…ask the desk worker.

The RTS Orlando library will directly mail requested books that are in the RTS Orlando collection to Orlando D.Min. Students. However, students are encouraged to transact as much “library business” as possible while they are on campus. Materials should be returned on time and in protective packaging to avoid damage. The first option when students are away from Orlando should be using the inter-library loan at your own public library. This will save you and us money.

D.Min. Students are allowed to access all electronic resources available to RTS students. Some of these resources are available off campus and others are only available on campus. For a summary of electronic resources available to you visit http://www.rts.edu/site/resources/library/research.aspx
Please contact the library for the current log-in credentials for the ATLA database.

D.Min. Students may access the online RTS catalog as well as other resources available at the library website http://www.rts.edu/libraries/

The best resource for finding books is http://www.worldcat.org/
This is a free website that lists the catalogs of hundreds of libraries around the world. If it is a book and it is in the library, it is listed on worldcat. Also, you can find book material at Google books. http://books.google.com/

The best resource for finding journal articles is the ATLA website mentioned above.

The best resource for finding other dissertations is “Dissertation Abstracts.” RTS does not currently subscribe to this database. Consult your local university for this resource.

Because of time and cost factors as well as the lending policies of other libraries, we are not able to provide Inter-library loan services for D.Min. students. Students are encouraged to use these services through their local public library in their hometown.
D.Min. Students should also investigate what privileges they might have at nearby college, university, or theological libraries.

The RTS website provides further information on library policy and procedure including renewals, fines, etc. For questions or comments, please contact John Muether, Head of Libraries (jmuether@rts.edu, Michael Farrell, Associate Librarian (mfarrell@rts.edu), or Laura Armstrong, library services assistant laarmston@rts.edu, or call 407-366-9493.)
Part II: Proposal Guidelines
Version 5.2

MAJOR COMPONENTS OF THE PROPOSAL

Your proposal will be the first major portion of the dissertation that you write. The components of the proposal are identified below. The proposal presents the problem that you seek to address in your dissertation, as well as the specific ways you intend to address it. It will eventually become a major part of your first chapter in the six-chapter dissertation with a few minor changes (explained later in this document).

In an effort to maintain a consistently high academic standard at Reformed Theological Seminary, the D.Min. dissertation and its preceding proposal must adhere strictly to the formatting guidelines established by RTS Formatting requirements for the D.Min. dissertation (Proposal, and Chapters 1-6) are addressed in Part III: Dissertation Style and Formatting. For correct formatting and proper writing style for the proposal, refer to Appendix A – Proposal Sample.

Below is a breakdown of the required components for the proposal.

A. Title Page

B. The Problem (3–5 pages max)
   The Problem section of your proposal begins your paper by giving a summary of the essence of your problem in your first paragraph. Think in terms of a newspaper article, and give the reader a brief big picture of the issue. Following this first paragraph you then need to give:
   - Background information (giving relevant data to understand the problem)
   - Personal interest/experience (showing why the author is interested and/or qualified to address the problem)
   - Secondary support/reference (including quotes from authorities and evidence of the credibility of the problem from sources)

General Words of Advice on THE PROBLEM:

The Problem Statement must not contain the proposed solution. Do not survey what you plan to be writing in the dissertation. This section is
meant merely to convince the Faculty Reader that your problem is worthy of their serious consideration and time. Also, while confidence in your argument is essential in any paper, understatement (or softer language) is always better in an academic paper than pejorative or stereotypical language.

It is academically acceptable to share personal anecdotes or give personal illustrations. Use wisdom but feel the freedom to share why you are so invested in this topic.

C. The Thesis Question (one sentence)

The Thesis Question states the essence of the problem in one primary question. The thesis topic is not required to be unique. There is nothing new under the sun. The student should attempt to place the topic under one of the major categories of Practical Theology such as worship, preaching, teaching, prayer, discipleship, counseling, evangelism, mission, church planting, church growth, church renewal, leadership, etc.

Examples:
- How should a Christian school operate as a ministry of a church?
- How can elders prevent and respond to membership inactivity?
- How can a Christian leader use the gospel to bring spiritual growth to the church?

Warning: Do not assume the answer in the thesis question, such as: “How can an elders’ training seminar equip elders to respond more effectively to membership inactivity?”

D. The Definitions (1 page max)

These are definitions of only key, significant terms used in your research project. Do not define words that most of your readers would already understand, yet be careful to define all the key words found in your thesis question. Definitions should be limited to 5-10 maximum. Students should quote from credible sources (creeds, confessions, systematic theologies, credible books, etc.) in their definitions. The following are sample definitions. Refer to Part III for proper formatting.
Sample Definitions:

1. Gospel: The good news that the eternal Son of God took on humanity, lived a sinless life and died a sinner’s death in our place for our sin. He is now raised and seated in heaven as Lord and Savior, promising freedom from sin’s penalty and power to all who will repent of their sin and trust in him.

2. Puritanism: In defining Puritanism J.I. Packer writes,

Puritanism was essentially a movement for church reform, pastoral renewal, evangelism, and spiritual revival [during 1550-1700 in England]. As a direct expression of its zeal for God’s honour--it was a world-view, a total Christian philosophy, in intellectual terms a Protestantised and updated medievalism, and in terms of spirituality a reformed monasticism outside the cloister and away from monkish vows. The Puritan goal was to complete what England’s Reformation began (1990:28). (shown in block quotation format)

E. The Significance (1–2 pages max)

Brief descriptions of the potential significance of the study related to:
1. the needs of the church at large,
2. the author’s present ministry, and
3. the author’s personal life.

Example:
This study is significant in that it will expand the existing theory related to church growth, renewal, and multiplication. A mission theology of the gospel as a critically necessary power source for the growth and expansion of the church fills a void in missiological literature.

This study will expand the missiological and educational resources in the Master of Divinity and Doctor of Ministry programs at Reformed Theological Seminary in Orlando, Florida. This study will also contribute to the expansion of training resources and materials at The U.S. Center for Church Planting, Inc., in Orlando, Florida.

This study will also enable me to deepen my own understanding of how the power of the gospel brings personal, church, and cultural transformation. In so doing, this study will help me to serve and equip Christian leaders more effectively.
F. The Goals (1 page max)

The four written goals are meant to help clarify the dissertation’s “Big Idea” for each chapter whereas the thesis question helps clarify the paper’s “Big Idea” for the entire document.

Please start each goal with the exact words used below. For instance, The Biblical Goal starts with “A description of…”, The Historical with “A description of…”, The Analysis Goal with “An evaluation of…” (by the way you can just copy the Analysis goal verbatim—it’s the same for everyone), and The Synthesis Goal with “A suggestion for…”.

1. Biblical/Theological Goal (Chapter 2 Goal):

Example: “A description of how the apostolic gospel message and ministry contributed to the growth of the early church.”

2. Historical/Literature Review Goal (Chapter 3 Goal):

Example: “A description of how the English Puritan (1550–1700) gospel message and ministry contributed to the growth of the church in that generation.”

3. Analysis Goal (Chapter 4 Goal)

Example: “An evaluation of the problem in light of: 1) the biblical/theological findings (Chapter 2) and 2) the historical/literature review (Chapter 3) findings.”

4. Synthesis (Chapter 5 Goal: Model for transferability)

Example: “A suggestion for how these descriptions and evaluations can be used as a gospel paradigm model for equipping church leaders to be more effective in facilitating church growth today.”

G. The Assumptions (1 page max)

The assumptions are the key underlying premises/presuppositions through which the researcher is approaching the problem. These assumptions help the reader to understand the theoretical and theological framework from which the researcher is conducting the research and writing. Some examples of assumptions include: the primacy of the church, the life-transforming power of the gospel, the inaccurate portrayal and understanding of the Puritans, etc.
H. The Research Method (1–2 pages max)

The Research Method section describes three specific items:

1. Where the research will be conducted (libraries, churches, training centers, etc.).
2. What the primary sources will be (types/genres of literature).
3. How the research will be conducted (typically exegetical, theological, and historical research methods are used for D.Min. dissertations).

There are multiple areas of research that are necessary for each project. In order to have a viable topic, the student must be convinced that there are adequate research materials for all the required fields that relate to the topic. Projects do not all research the same areas, however, the following are typical fields of research for an acceptable project:

1. **Biblical/Theological Research** – each project must have at least one chapter devoted to consideration of what sacred scripture has to say about your topic or related subject area. Are there adequate Bible commentaries, theological texts, essays, articles that address my topic?
2. **Historical Research** – each project must address the issue of what the Christian Tradition (church history) has to say about the chosen topic. This chapter may concentrate on a particular theme, era or personality that sheds insight on the area of interest. Are there both primary and secondary historical sources to which you have access?
3. **Contemporary Literature Review** – each project must review current literature (last 10-20 years) that relates to the topic. This does not have to be exhaustive, however, you must have access to materials from the major contemporary authors writing on this subject.
4. **Field Research** – many projects include this component when it contributes to the goals of a particular project. Field research may involve reviewing contemporary models of ministry. For example, if the study is hoping to develop a leadership training manual for deacons, the student may need to examine current deacon training materials to evaluate them for where they are weak and strong. Surveys, questionnaires, and interviews may also be consulted when trying to gain information from individuals or groups of people. This may be a matter of gaining insight, or evaluating materials.

**NOTE:** Regarding your use of surveys, interviews, etc., as shared in the DMin Project Seminar: it is important to avoid any pretense (such as the use of words like "proven") of being the kind of quantitative sociological research sometimes required for M.A., M.S., Ed.D. and Ph.D. work. In your writing, put yourself simply as one gathering "nonscientific" anecdotal information from which you are drawing personal reflections and applications.
I. The Chapter Outlines (6 Chapters)

The dissertation outline should include headings and sub-headings for the six chapters below. (Please note that Chapters 2-5 should be retitled specific to your paper for the final dissertation, but you may leave the general titles listed below for the purpose of your outline in the proposal).

Chapter 1: Introduction: The Problem (10 pages)
Chapter 2: Biblical and Theological Studies (40 pages)
Chapter 3: Historical and Contemporary Studies (35 pages)
Chapter 4: Analysis of the Problem (30 pages)
Chapter 5: Synthesis: A Practical Model (30 pages)
Chapter 6: Conclusion (10 pages)

Each chapter outline must include:
1. Headings and sub–headings
2. A one paragraph (4–6 lines) chapter summary
3. The approximate number of pages you expect to write.

The total length of the dissertation should be 125–175 pages. Appendices, figures and tables are not included in this total. We request that the full document not exceed 300 pages.

J. Working Bibliography

Your D.Min. Faculty Advisor needs to see the primary works you plan to be consulting in the various parts of your research—especially the biblical and theological literature on your topic. In your proposal, this is called the Working Bibliography.

For your final dissertation paper, you must have a list of References Cited (listing only those publications cited in the text), with a separate Bibliography (key sources that you consulted for your research but did not specifically cite) being optional. But in this initial stage of writing the proposal, you need only gather excellent sources into a Working Bibliography that meets the following requirements:

1. Fifty (50) titles minimum

2. Categorized into Biblical/Theological Studies, Historical/Contemporary Studies, etc., corresponding with thesis chapters. Category Justification Statements need to be written immediately after each category heading and just before the bibliographic entries in your Working Bibliography. These statements give a brief defense of what the following sources you list will provide for your paper topic.
Examples (from three different topics):

**Biblical and Theological Studies**

**Category Justification:** “To study the priority and significance of church planting in the first century.”

**Historical Studies**

**Category Justification:** “To study the Puritan understanding of the gospel message from 1550–1700.”

**Cultural Studies**

**Category Justification:** “To gain insight into the cultural and sociological context in which today’s preacher communicates God’s Word.”

3. Most of the books in the bibliography should be considered primary texts and/or substantive. Primary/substantive books include one or more of the following: complete bibliography, subject index, author index, Scripture index, etc.

4. The formatting of the Working Bibliography should be identical with the future *References Cited* section of the dissertation (see sample Working Bibliography). Note: The RTS Dissertation Guidelines Part III: Style and Formatting rules for bibliographic entries are to be followed even if Turabian, 7th ed., directs otherwise. Remember, RTS Guidelines always rule!

**K. A Time Line for Completing the Dissertation**

Include a detailed timeline with all your projected completion dates, oral exam and graduation dates (see sample Time Line in the Sample section).
BASIC THINGS YOU NEED TO KNOW
TO GET STARTED WRITING

Mandatory Elements for Proposal and Dissertation

Font:
• The font needs to be Times New Roman, 12-point.
• The same font size needs to be used throughout the manuscript (this includes titles, headings, and page numbers).
• Titles and headings are bold-faced.
• The font used for an index or footnote must be the same as the font used in the manuscript, but it may be decreased in size to 10 point.

Headings:
• Chapter titles and all major divisions within the paper (Table of Contents, List of Figures, Index, and so on) must always be 2 inches from the top of the line of type to the top of the page.
• Double space between the chapter number and the chapter title. Two double spaces between the chapter title and the body of the text. (E.g. Chapter Two (double space) Chapter Title (two double spaces) Body of text or Level 1 Heading
• Other subheadings which fall at the top of the page are one inch from the top like normal text.
• There must be more than one paragraph of text underneath each heading – no lone headings (exception: your heading for “Thesis Statement” in the Proposal and Chapter 1).

Spacing:
• The body of the text is to be double-spaced.
• Parts of the Table of Contents, block quotations, footnotes, Index, individual entries in the References Cited, and the Vita are to be single-spaced (see those sections and the associated examples for details).
• Some appendices may be single-spaced, depending on the content.
Margins:
- Top margin is 1” (unless a title or major heading page which is 2”) and the bottom is 1”.
- Left margin is 1 ½” and the right margin is 1”.

Capitalization:
- Each word must either be capitalized or lowercased consistently throughout the document.
- Do not capitalize words for emphasis. Note also that unless referring to a specific church (First Baptist Church Orlando, FL), church is not capitalized. Further, while Bible is capitalized, biblical and scriptural are not.

Spelling:
- All names need to be spelled the same way each time they are used.

Pagination
- Be consistent in pagination. All pages in the text itself should have page numbers bottom center.
- Page numbers are Arabic numerals for the body of the paper, Roman numerals for the preliminary pages (pages prior to chapter 1).
- See Appendix B – Dissertation Formatting Guidelines for specific pagination of preliminary pages, and samples.

Parenthetical Referencing:
These guidelines utilize parenthetical referencing for citation of sources, primarily following Kate Turabian, 7th edition. There are some deviations from Turabian, however. Where these deviations occur, you must follow the RTS Guidelines over Turabian.

Example of Parenthetical Reference:
Packer writes, “Puritanism was, at its heart, a movement of spiritual revival (like that of the friars, and the Lollards, and the Reformation itself, which the Puritans professedly sought to complete)” (1990:37).

Do not use footnotes for citation of references but feel free to use footnotes for amplification of content in your text. Use footnote format found in Turabian, 7th edition. Also see Turabian for specific help in determining the difference between content that should be amplified in a separate appendix, and content that is acceptable to amplify in a footnote. Please use superscript in footnotes.

Example of Footnote Application and Format:

12 Let it be noted that Francis Schaeffer’s use of the terms, “good” and “bad” art in this context vary from the traditional evangelical connotations, as he clarifies by distinguishing “good” and “bad” cinema and television in *The God Who is There*
(1968:40). Here the term “good” refers to “the technically good and does not refer to morals. The ‘good’ pictures are the serious ones, the artistic ones, the ones with good shots. The ‘bad’ are simply escapist, romantic, only for entertainment.”

Length:

- The body of the final paper project must be at least 35,000 words and may not exceed 100,000 words, or 100 page minimum and 300 page maximum.
- The **ideal length of the paper should be 125-175 pages**. Appendices, figures, and tables and other non chapter pages are not included in this 125-175 total.

Use of italics and underlining in titles:

- **Book titles and foreign words**: Titles should be italicized. Non-English words should be italicized.
- **Heading Titles**: First and third level headings should be underlined.
FORMATTING AND STYLE REQUIREMENTS
FOR THE PROPOSAL

This section of the Formatting Guidelines deals specifically with the Dissertation Proposal, and is intended to be referred to alongside of the proposal sample pages found in Appendix A.

The first thing to know about formatting your proposal is that your proposal will become your first chapter of the dissertation. Therefore, it will be written in a very similar format and style as the rest of your paper, but does follow a standard guide.

Requirements for the proposal are as follows:

A. Title Page
   
   - 15 words maximum
   - Use exact format as title page in the sample proposal in Appendix A.
   - Student name must be fully written—no initials.

B. Chapter 1 Introduction
   
   - All chapter numbers should be in Arabic numerals (1, 2, 3, etc.).
   - All headings must have two double spaces following before the body of the text is written.
   - The first page of the body of all proposal texts begin the same way:

   Heading:

   **CHAPTER 1**
   (bold, 2 inches from top of page, centered)

   **INTRODUCTION**

   **The Problem**
   (bold, double-spaced from previous line, centered, one double-space following heading)

   A quick word on HEADINGS: All headings in your paper proposal must be 12-point, underlined, bold, double-spaced from the previous line of text and centered. Because **INTRODUCTION** is the title for chapter 1, it falls just under **CHAPTER 1**. Since “**The Problem**” section of your paper is the first section, it falls right underneath your title, “**INTRODUCTION**.” For all subsequent headings in your proposal, if they fall on the top of the page, they only have a 1” top margin, as consistent with the rest of the text.
C. Thesis Question

- Remember the thesis question should be only one sentence in length, in the form of a question.
- Two double spaces between heading and question

**Thesis Question**
(bold and centered, underlined)

How can a church planter use coaching to grow a healthy, gospel-centered church?

D. The Definitions

- One page maximum
- Definitions should be limited to 5-10 maximum
- Two double spaces between heading and first definition

**Definitions**
(bold and centered, underlined)

The following terms will be used in this study:

1. Puritanism: In defining Puritanism J.I. Packer writes,

   Puritanism was essentially a movement for church reform, pastoral renewal, evangelism, and spiritual revival [during 1550-1700 in England]. As a direct expression of its zeal for God’s honour--it was a world-view, a total Christian philosophy, in intellectual terms a Protestantised and updated medievalism, and in terms of spirituality a reformed monasticism outside the cloister and away from monkish vows. The Puritan goal was to complete what England’s Reformation began (1990:28). \[block quote format\]

2. Missions: Missions is the whole task involved in sending forth authorized people to do evangelism and establish healthy, growing, reproducing churches among all nations (people groups) of the world, especially where there are no churches with
adequate numbers and resources to evangelize a people group without requiring outside (cross-cultural) assistance.

4. **Culture:** “Culture is an integrated system of beliefs, values, customs, and institutions which binds a society together and gives it a sense of identity, dignity, security and continuity” (The Lausanne Committee on World Evangelization, 1990:C-162).

- Special Note on Numbered Lists for proposal text and dissertation text:

- Numbered lists are to be double-spaced unless in a block quotation (quotation of more than four lines – see above sample definition for Puritanism). See Turabian for more information on block quoting. You can also refer to page 24 of *Dissertation Guidelines Part III Style and Formatting* for specific block quotation instructions.

- Two styles are permitted (see below).

1. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx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E. The Significance

- 1–2 pages max
- Two double spaces between heading and text.

**Significance**
(bold and centered, underlined)

This study is significant in that it will expand the existing theory related to church growth, renewal, and multiplication. A mission theology of the gospel as a critically necessary power source for the growth and….

F. The Goals

- 1 page max
- The four written goals are meant to help clarify the dissertation’s “Big Idea” for each chapter whereas the Thesis Question helps clarify the paper’s “Big Idea” for the entire document.
- The Goals are almost standardized. There are only four, and they must follow the specific format given here:

Please start each goal with the exact words used below. For instance, The Biblical Goal starts with “A description of…”, The Historical with “A description of…”, The Analysis Goal with “An evaluation of…” (by the way you can just copy the Analysis goal verbatim—it’s the same for everyone), and The Synthesis Goal with “A suggestion for…”.

1. Biblical/Theological Goal (Chapter 2 Goal):

   Example: “A description of how the apostolic gospel message and ministry contributed to the growth of the early church.”

2. Historical/Literature Review Goal (Chapter 3 Goal):

   Example: “A description of how the English Puritan (1550–1700) gospel message and ministry contributed to the growth of the church in that generation.”
3. Analysis Goal (Chapter 4 Goal)

Example: “An evaluation of the problem in light of: 1) the biblical/theological findings (Chapter 2) and 2) the historical/literature review (Chapter 3) findings.”

4. Synthesis (Chapter 5 Goal: Model for Transferability)

Example: “A suggestion for how these descriptions and evaluations can be used as a gospel paradigm model for equipping church leaders to be more effective in facilitating church growth today.”

G. Assumptions

- One page maximum.
- Two double spaces between heading and text.
- Follows same guidelines of numbered lists as described under DEFINITIONS above.

**Assumptions**

(bold and centered, underlined)

The following assumptions have been made prior to beginning the research:

1. The primacy of the church. This study assumes a church-centric view of the mission of the church. The primary means of advancing God’s kingdom is through the establishment of healthy, growing, reproducing, gospel-centered church movements in every people group.

2. The power of the gospel. This study assumes that the gospel is the ultimate solution to every problem, both social and personal. The key to personal, church, and cultural transformation is to be found in recovering the transforming power of the gospel. There cannot be personal or social transformation without it.
3. The value of the Puritans. The English Puritans have been grossly misunderstood and wrongly maligned for generations. Academic study of the Puritans, beginning in the early twentieth century, began to expose many of these misunderstandings and reveal a rich Puritan culture and heritage. The Puritans have established a model of piety, theology, and gospel ministry desperately needed by the church today. The global mission of the church will be greatly advanced by recapturing the Puritan vision for the gospel transformation of individuals, churches, and cultures to the glory of God.

The research conducted for this dissertation will help determine the validity of these assumptions.

H. The Research Method

- 1–2 pages max
- Two double spaces between heading and text
- Recall the Research Method section describes three specific items:
  1. Where the research will be conducted
  2. What the primary sources will be
  3. How the research will be conducted

**Research Methodology**

(bold and centered, underlined)

The methodology for this study will be a combination of exegetical, theological, and historical research. Data will be collected from primary documents. The resources for review will be written materials. The literature encompasses two basic areas:

1) selected writings of Paul and 2) selected English Puritan writings from 1500–1700.
Data concerning the nature of the gospel message and ministry will be collected from the sermons, discourses, and catechisms of the Puritans. Special attention will be given to collecting pertinent material from the doctrinal and practical writings of John Owen and Richard Baxter.

Primary literary resources for understanding the biblical, theological, and historical perspectives of the Pauline and Puritan gospel message and ministry will be acquired from the McAlister Library of Fuller Theological Seminary in Pasadena, California. Literary resources will also be drawn from the libraries of three campuses of Reformed Theological Seminary located in Orlando, Florida; Jackson, Mississippi; and Charlotte, North Carolina.

I anticipate collecting significant data from the Puritan literature found in the Nicole Collection at Reformed Theological Seminary in Orlando. The Nicole Collection is considered to be one of the finest collections of Christian literature on the theology of the gospel in the western world today. I will also collect data from the Puritan Collection at Covenant Theological Seminary in St. Louis, Missouri, the Jonathan Edwards Collection at Yale Divinity School and the Puritan collections at Cambridge and Oxford Universities in England.

I plan to make use of the vast internet resources now available to gain access to data that will enhance my research. The interlibrary loan system will also be used to supplement any data necessary for this study. A critical review and analysis of the material will follow after gathering all the relevant data. Exegetical research methodologies will be utilized for the study of Paul’s letters. Although pertinent sections of all of Paul’s letters will be studied, those portions of his letters to the Romans and the
Galatians regarding the gospel message and ministry will receive primary attention. Special care will be given to studying the letters of Paul in the original language (Koine Greek) in which he wrote and to the unique historical context in which he lived. Exegetical studies of Paul’s ministry methods revealed in selected portions of the New Testament book of Acts will also be conducted.

Theological research methodologies will be utilized for the study of the writings of Paul and selected English Puritans. The theological perspectives of John Owen on the nature of the gospel message will receive focused attention.

Historical research methodologies will also be utilized for the study of the writings of selected English Puritans. The historical research underlying the development of a Puritan gospel paradigm will be limited to selected writings of John Owen and Richard Baxter on the message and ministry of the gospel. Selected writings of Jonathan Edwards will also be studied.

Important consideration: For historical and scriptural/theological research, students should locate hardcopies, and avoid online extractions or abridged versions. However, online sources may be essential in the contemporary model section, where a lot of modern-day practical theology is best seen on church websites, and not necessarily in bookstores or libraries. Well-documented scholarship will footnote any links to sites that he or she will be utilizing a great deal in the dissertation here in the Research Methodology section. The Internet is a significant aid to researching contemporary models in churches right now.
I. THE CHAPTER OUTLINES (6 CHAPTERS)

The dissertation outline should include headings and sub–headings for the six chapters below. (Please note that Chapters 2-5 should be retitled specific to your dissertation for the final, but you may leave the general titles listed below for the purpose of your outline in the proposal).

Chapter 1: Introduction: The Problem
Chapter 2: Biblical and Theological Studies
Chapter 3: Historical and Contemporary Studies
Chapter 4: Analysis of the Problem
Chapter 5: Synthesis: A Practical Model
Chapter 6: Conclusion

• Each chapter outline must include:
  1. Headings and sub–headings
  2. A one paragraph (4–6 lines) chapter summary
  3. The approximate number of pages you expect to write.

• Begin the Chapter Outline on a new page just following the end of your Research Methodology section in the proposal document.

• 2” top margin, all other margins stay the same

• Two double spaces between CHAPTER OUTLINE heading and your first entry for Chapter 1.

• Estimate # of pages for each chapter.

CHAPTER OUTLINES
(bold, 12 pt, all caps)
(Examples of the chapter outlines can be found below)

Chapter 1: INTRODUCTION (# pages)

I. The Problem
II. Thesis Question
III. Definitions
IV. Significance
V. Goals
VI. Assumptions
VII. Research Methods

Chapter Summary (a one-paragraph chapter summary here)

The outline for Chapter 1 must follow the assigned headings above.
All other chapter outlines (except for chapter 6) will be distinctive to each student’s paper. See examples that follow.

**Chapters 2–5: OUTLINES:**

**Example:**

**Chapter 2: A THEOLOGY OF WORSHIP (35 pages)**

2.1. Biblical and Theological Foundations for Worship  
2.1.1. Worship defined  
2.1.2. Why worship?  
2.1.3. Worship: Trinitarian and incarnational  
2.1.4. Worship as koinonia  
2.1.5. The place of Jesus Christ in worship  
2.1.6. Worship: by grace, in the spirit  
2.2. Theological Essentials in the Reformed Presbyterian Tradition  
2.3. Evangelical Worship  
2.4. Worship in Relation to the Overall Ministry of the Church  
2.5 Worship Development in a Local Church  

**Chapter Summary:**  
This chapter will address the biblical and theological foundations for worship and its relationship to the overall ministry of the church. Particular attention will be given not only to evangelical worship, but also the essentials of Reformed and Presbyterian worship. This will lay the groundwork for the appropriate development and expansion of various worship philosophies and styles to be implemented in a mainline denominational church.

The outline for Chapter 6 must follow the assigned headings below:

**Chapter 6: CONCLUSION (# pages)**

I. Research Summary  
II. Conclusions/Findings  
III. Recommendations  

**Chapter Summary:**
J. WORKING BIBLIOGRAPHY

- The Working Bibliography is the beginning stage of what will become your final References Cited and optional Bibliography at the end of your dissertation.
- At the initial stage of the proposal, the Working Bibliography follows your Chapter Outlines, and lists several titles which you have consulted and plan to consult, in the writing of your thesis.
- Fifty (50) titles minimum.
- Separate your titles into three different categories: Biblical/Theological Studies, Historical/Contemporary Studies, and Cultural Studies (to correspond with thesis chapters).
- Category Justification Statements need to be written immediately after each category heading and just before the bibliographic entries in your Working Bibliography. These statements give a brief defense of what the following sources you list will provide for your paper topic.

Examples (from three different topics):

**Biblical and Theological Studies**

**Category Justification:** To study the priority and significance of church planting in the first century.

**Historical Studies**

**Category Justification:** To study the Puritan understanding of the gospel message from 1550–1700.

**Cultural Studies (or Contemporary Studies)**

**Category Justification:** To gain insight into the cultural and sociological context in which today’s preacher communicates God’s Word.

- The formatting of the Working Bibliography should be identical with the future References Cited section of the dissertation (see Samples). All bibliographic entries must conform to the models found in Turabian.
- Title your page **WORKING BIBLIOGRAPHY** (2” top margin)
- One double space before first Category and Justification
- Category Listing and Category Justification should be bold, 12 pt. font, left justified.
- One double space between Category Justifications and first entry following it
- Each entry should be single-spaced within its own reference, and double-spaced between references.
WORKING BIBLIOGRAPHY
(all caps, bold, 12 pt)

Biblical and Theological Studies
Category Justification: To study the priority and significance of church planting in the first century.


K. A Time Line for Completing the Dissertation

- See sample Appendix A for exact requirements on how to organize and plan out your personal time line for completing the dissertation
- Top margin of 2”
- One double space between heading and first entry of text

TIMELINE FOR COMPLETING DOCTORAL THESIS
(all caps, 12 pt bold)

(SEE SAMPLE TIMELINE IN APPENDIX A – PROPOSAL SAMPLE)
ADDENDIUM: CONVERTING THE PROPOSAL TO CHAPTER 1

The first thing to know about formatting your chapters is that your proposal will become your first chapter of the dissertation. There are some required changes that need to be made. We will note these simple changes below:

1. The Title Page changes to include signature lines for advisors and readers (Appendix B – Sample A)
2. The Problem Statement is amplified and expanded.
3. The Chapter Outlines are dropped and absorbed into the Table of Contents (Appendix B – Sample F)
4. The Bibliography is dropped and absorbed into the References Cited and sometimes also into the Bibliography (Optional). (Appendix B – Sample J)
5. The Timeline is dropped (but is kept for quick reference to help keep you on track).
6. You will add a brief Chapter Summary which summarizes your problem and thesis question and shows how and why you attempt to answer it. It should also anticipate Chapter 2.

At this point you should have the following working documents:

1. Dissertation Title page
2. Table of Contents (a reworking of your proposal’s chapter outlines)
3. Chapter I
4. References Cited (a reworking of your proposal’s Working Bibliography for the final dissertation)
Part III: Dissertation Style and Formatting
Version 5.2

HOW TO USE THESE GUIDELINES

This section of the Formatting Guidelines deals specifically with the dissertation itself, after your proposal has been submitted and approved, and is intended to be referred to alongside the sample pages in Appendix B. It is essential that you take the time to read over these guidelines before you begin writing your dissertation. Familiarize yourself with the contents:

1) **Format Summary**: these pages are intended to be a broad overview of the basic formatting requirements you must employ in the writing of your dissertation. They answer many of the most basic questions students have about formatting the dissertation.

2) **Formatting and Style Requirements**

3) **Order of Dissertation Contents**: this is the most necessary resource when putting your final paper together at the end of the writing process, but also gives a big picture of what components are required for the final dissertation.

4) **Specific Formatting Standards**: gives detailed instructions for correct formatting of each content section, such as Table of Contents, References Cited, the chapters themselves, etc. The Specific Standards follow the Order of Contents to help you quickly find the answer to a formatting question about a particular section in your dissertation, with the exception that notes on writing the chapters themselves come last. Please read through these sections carefully to spare frustration later. Also note that the Specific Manuscript Formatting Standards pages of these Guidelines correspond with the sample documents in Appendix B. Where one document may be unclear, the other should clarify nicely.

5) **Form To Be Used in Writing**: some important elements of style and academic integrity in writing your paper

6) **Points to Remember**: following the Dissertation Standards is this page of simple requirements on use of numbers in the text, hyphenation, etc.

7) **Troubleshooting**: gives helpful advice on the use of your computer in keeping these formatting requirements accurate and consistent throughout the document.

8) **Overview of a Dissertation**: a last minute checklist for you to utilize in checking over your final dissertation before turning it in as for your defense.
ORDER OF DISSERTATION CONTENTS
(Include items in parentheses as you choose)

- Flyleaf/blank page
- Title page
- Blank page or (Copyright page)
- Abstract
- (English Disclaimer)
- (Dedication Page, Optional)
- (Acknowledgements, Optional)
- Table of Contents
- (List of Tables)
- (List of Figures)
- (List of Maps)
- (List of Abbreviations)
- Text of Dissertation
- (Appendices)
- References Cited
- (Bibliography-separate from References Cited, Bibliography is optional)
- (Glossary, Optional)
- (Scripture Index, Optional)
- (Index, Optional)
- Vita
- Flyleaf/blank page
FORMATTING STANDARDS FOR EACH OF THE CONTENT PAGES

Title Page (see Appendix B, Sample A)
- Location on sheet: Balanced in placement vertically
- Title: all caps; single-spaced; boldfaced; fifteen word maximum
- Author: full name (no abbreviations, no titles); initial letters only capitalized; double-spaced
- RTS statement: see sample for style and wording; double-spaced
- Approval lines: double-spaced; right justified; two inches long; one space between signature line and signer’s title; Advisor, Reader, Director
- Date: month and year of graduation
- No page number is shown, though it is counted (as page i)
- In selecting a title for your work, remember that brevity reflects skill. In addition, the bindery can print no more than fifteen words on the spine of the bound final project.

Blank Page or Copyright Page (see Appendix B, Sample B)
One-inch bottom margin. Statements stating permission to quote from Bible translations may be placed on this page (NIV, NASB, etc., see sample). It is recommended that you quote/reference consistently from one translation as much as possible. This page is not numbered, nor included in the Table of Contents.

Abstract (see Appendix B, Sample C)
This is a very concise description of the project. It is of considerable value to the reader because it provides a timesaving synopsis of the entire project. It provides essential information and omits details. The abstract should do three things: present the problem, give a brief explanation of the procedure, and finally, summarize the findings. Complete sentences should be used, and the abstract should be limited to 300 words.

- The total number of words in the abstract should be placed on the right margin two double-spaces below the last paragraph of the abstract (see sample).
- Double-space the abstract.
- Include the bibliographic reference for your work indicating: you as the author, year of degree, title, degree earned, Reformed Theological Seminary, and total number of pages. This should fall two spaces below the heading and two double-spaces above the text (see sample).
- Beginning with the Abstract (page ii), pagination should be lowercase Roman numerals up to the first page of Chapter 1 (which begins with Arabic numeral pagination).
English Disclaimer
This is optional. You may use the sample below or modify it. If English is not your first language, take advantage of the option of this disclaimer. Future readers will look more kindly on language faults of every kind if it is present.

Sample:

As a non-mother-tongue speaker of English, I recognize there may be places where the English is not as clear as it could be. The primary purpose of this work is to acknowledge a theory and apply it to a particular context. Despite problems with the English language, I have attempted to make the meaning clear. I appreciate the editorial assistance various individuals have given but take full responsibility for this work.

Dedication (see Appendix B, Sample D)
This is optional. Text must be double-spaced. Note: there is a difference between the content of the Dedication and the Acknowledgements. You need not include the word “dedicated.”

Acknowledgments (see Appendix, Sample E)
This is optional. Most dissertations include statements of gratitude to mentors and colleagues, individuals or institutions that supported the research, and credit to works cited in the text for which permission to reproduce has been granted. Limit it to one or two paragraphs in length.

Table of Contents (see Appendix, Sample F)
Your Table of Contents is a reworking of the chapter outlines you created for your proposal. You need to put your Table of Contents in the preliminary pages of your paper (See Order of Dissertation Contents on page 6), make the following formatting changes from your Chapter Outline, and eliminate the Outline from Chapter 1 (your proposal document).

- Titles and main headings of chapters with dot leaders followed by the page number.
- Items in correct order – and note that the flyleaf (copyright page) is not numbered or included in the Table of Contents.
- Chapter titles in all capital letters; lower level headings in title format (capitalize first letter of each word except prepositions and articles).
- Capitalization and wording of the titles of all parts, chapters, and sections should agree exactly with the way they appear in the body of the manuscript.
- Two spaces (horizontally) between the chapter number and the title. Chapter numbers in Arabic numerals.
- Double-space between chapter titles and first level headings.
- Subsequent levels are single-spaced.
• There must be at least two entries for every level of heading as illustrated in the following:

<table>
<thead>
<tr>
<th>CHAPTER 1 WHATEVER THE TITLE IS ............................................ 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Heading ................................................................. 4</td>
</tr>
<tr>
<td>Level 2 Heading ................................................................. 6</td>
</tr>
<tr>
<td>Level 3 Heading ................................................................. 9</td>
</tr>
<tr>
<td>Level 3 Heading ................................................................. 11</td>
</tr>
<tr>
<td>Level 2 Heading ................................................................. 12</td>
</tr>
<tr>
<td>Level 2 Heading ................................................................. 12</td>
</tr>
<tr>
<td>Level 1 Heading ................................................................. 13</td>
</tr>
<tr>
<td>Level 2 Heading ................................................................. 13</td>
</tr>
<tr>
<td>Level 2 Heading ................................................................. 14</td>
</tr>
</tbody>
</table>

• If the subheading of any level is longer than one line, the second line of the subheading must be single spaced and indented .5 inch, and the page number should follow the dot leaders after the last word of the subheading:

<table>
<thead>
<tr>
<th>Level 1 Heading ................................................................. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Heading Is Too Long to Fit in the Space Available</td>
</tr>
<tr>
<td>So It Will Extend to the Next Line .................................... 4</td>
</tr>
<tr>
<td>Level 1 Heading ................................................................. 7</td>
</tr>
</tbody>
</table>

• Indent each level below the chapter title .5 inch. Indent an additional .5 for each new level.
• Include headings only up through level three in the Table of Contents even if they go to five levels in the text.
• Page numbers must be aligned on the right margin. No ragged edges.
• If your Table of Contents is longer than one page, do not leave only one entry on the last page of your Table of Contents. Adjust your spacing to include at least two entries on the last page of your Table of Contents.

Lists of Tables, Figures, Maps (see Appendix B, Sample G)
• These lists are the Table of Contents for the tables, figures, and/or maps that appear in your manuscript.
• Order of lists: Tables, Figures, Maps.
• The titles in the list must match the titles in the manuscript. Page numbers must be correct.
• Please note: any graph that appears in your text must be accompanied by supporting data.

Abbreviations List (see Appendix B, Sample H)
If a manuscript makes frequent use of abbreviations (even if that means frequent use of only a few abbreviations), an additional list is required, giving in alphabetical order the abbreviation and the whole name for which it stands. The list usually includes abbreviations for names of denominations (PCA, CRC), organizations (NAE, WCC), and periodicals (IBMR, IRM). Center your list of abbreviations and meanings horizontally on the page.

Appendices (see Appendix B, Sample I)
Survey/questionnaire forms, tabulations, raw data, letters, training manuals, outlines, interviews, and other items should be included as appendices. Each item constitutes a separate appendix and should have a title page. The appendices should be listed as Appendix A, Appendix B, etc. If your main text gives results of surveys, the actual questionnaires used and the tabulated data must appear in the Appendices.

References Cited (see Appendix B, Sample J) & Bibliography (see Appendix B, Samples K)
Your list of References Cited should include only those publications cited in the text. There should not be any entries in your References Cited that are not listed in a parenthetical reference (see section on parenthetical references for format) in your manuscript. Conversely, each item listed as a parenthetical reference in your manuscript must have a corresponding entry in the Reference Cited list.

The first time you reference an author in your text, use the author’s full name as it appears in your References Cited. Thereafter, when you refer to that author, use only their surname. (i.e. James I. Packer for the first use and Packer thereafter, unless you have two Packers in your References Cited, then use J. Packer for all references after the first.)

A separate bibliography is optional. Use a (separate) bibliography to list key sources that you consulted for your research but did not cite in your manuscript. The bibliography should also provide a more complete guide to those resources that pertain especially to your chosen area of study (this list may be especially helpful to future readers who desire to tackle the “areas of further study” you suggest in your conclusion).

The bibliography should follow the RTS Model provided in accord with Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, 7th ed. (Chicago: The University of Chicago Press, 2006).
Glossary of Instructional Terms (Optional - no sample provided)
A glossary may be useful to explain non-English words, difficult concepts, or technical terms.

Scripture Index (Optional - no sample provided)
- May be either one column or two. (Preference is for two, as it reduces the number of pages.) See Index below for details on format.
- May be in 10 point font.

Index (Optional – no sample provided)
- May be either one column or two (Preference is for two, as it reduces the number of pages.)
- Double-space between different letters of the alphabet. Do not put a letter heading.
- Make a list of key words AS YOU WRITE each chapter. If you are scrupulous about this, terms and names will be less likely to be overlooked. Do not do the final indexing until the Style Reader has given you the OK to proceed with it. This usually will take place only after the manuscript has been thoroughly checked for the last time and all changes incorporated.

Vita (see Appendix B, Sample L)
The vita is a biography of the author (not a resume) designed to give adequate background information that supports the author’s credibility for writing the specific research presented. This one-page biography includes personal, educational, professional, and ministry-related information. Commonly included items are: parents’ names, birthplace, graduate education, ministry experience, publication titles, marriage partner, and children. The vita should be single-spaced.
THE MAJOR BODY OF THE PAPER

Headings (see Appendix B, Sample M)

- All major headings (TABLE OF CONTENTS, CHAPTER 1, REFERENCES CITED, and so on) are to be in capital letters, centered, bold-faced, and 2” from the top of the page.
- Chapter titles always begin on a new page.
- Center the word “chapter” and the number (CHAPTER 4).
- Chapter numbers should be in Arabic numbers (1, 2, 3)
- Double-space between the chapter number and the chapter title.
- Center the chapter title.
- If the title extends more than two lines, single-space.
- Double-space before beginning to type the opening paragraph.
- All headings are bold.
- There must be two or more entries for every level of heading used.
- Every heading must be followed by more than one paragraph.

First-level heading:

- Double-space twice before typing the heading.
- Center the heading.
- Capitalize the first letter of words in the heading (according to the style you have chosen).
- Underline and bold-face the heading.
- Double-space and begin typing new paragraph.

Second-level heading:

- Double-space twice before typing the heading
- Center the heading.
- Capitalize first letter of words in the heading except prepositions and articles.
- **Bold-face** but DO NOT underline the heading.
- Double-space and begin typing new paragraph.

Third-level heading:

- Double-space twice before typing the heading.
- Heading should be at the left margin and no longer than 3 1/2 inches. If it runs over this, divide it into two single-spaced lines.
- Capitalize first letter of words in the heading except prepositions and articles.
- Underline and bold-face the heading
- Double-space and begin typing new paragraph.

**NOTE:** IF your text headings go to the fourth and fifth level, be aware that these fourth and fifth level headings will not be shown in the Table of Contents. The Table of Contents shows only up through level three headings.
Fourth-level heading:
- Double-space twice before typing the heading
- Heading should be at the left margin and no longer than 3 1/2 inches. If it runs over this, divide it into two single-spaced lines.
- Capitalize first letter of words in the heading except prepositions and articles.
- **Bold-face** but do not underline the heading.
- Double-space and begin typing new paragraph.

Fifth-level heading:
- Double-space once before a fifth-level heading (no extra spacing).
- Indent as for a regular paragraph.
- Underline the heading, then insert a period and a double dash.
- Continue typing the section on the same line as the heading.

NOTE: In your manuscript you must have text following every title. In other words, you cannot go directly from a title to a first-level heading.

Further: Every heading must be followed by more than one paragraph
FORM TO BE USED IN WRITING

Writing the Dissertation

Altogether your final dissertation should have six chapters, including an Introduction and Conclusion. When outlining your chapters, be sure to remember that each chapter must have a concluding section that summarizes and integrates the issues addressed. Each chapter should be roughly the same length (20-30 pages, double-spaced). There must be text of more than one paragraph under each heading (no lone headings). And note that all paragraphs must consist of more than one sentence (with the exception of the Thesis statement in Chapter 1).

Clearly written prose which conforms to accepted standards of style and grammar is required. Careful attention should be given to sentence structure, grammar, punctuation, and spelling. A sermonic, hortatory style is unacceptable in an academic paper. A declarative, active positive voice is more suitable; it is preferable to write in the first person rather than the third person. Finally, your paper should be composed entirely of prose (do not include bullet statements), though you may have tables, lists, and graphs in your paper.

D.Min. students should seek to use gender-inclusive language when appropriate. Remember you are writing in academic, not popular style. Therefore, colloquialisms, personal anecdotes, rhetorical questions, hyperbole, unsubstantiated assertions, and religious jargon are not appropriate.

Required for all RTS D.Min. students is Zinser’s, *On Writing Well*. You will also find guidance in Joseph M. Williams, *Style: Toward Clarity and Grace*, (Chicago: The University of Chicago Press, 2007) and William Strunk, Jr. and E.B. White, *The Elements of Style*, (4th ed., paperback, 2000). While errors may be noted by the advisor and readers of the paper, it is ultimately your responsibility to submit an error-free copy.

The Turabian *Manual* is the standard to be followed in all matters pertaining to the use of abbreviations, numbering, spelling, punctuation, quotations, numbers, charts, graphs, tables, the layout of the text, typing, duplicating and the use of computerized word processing. You are expected to follow explicitly the policies set forth in the Turabian *Manual* unless exceptions have been specifically outlined by these RTS *Guidelines*.

A brief word on quoting sources in an academic paper: it is important to understand that your dissertation is, in essence, your contribution to the field of practical theology in ministry. Therefore, though credible sources are necessary to support your work, you must also guard against using these sources to form and direct your argument in the paper itself. Be careful that your word is the primary voice of the paper and not everyone else’s. Long pages of quoted material are generally unacceptable in papers of this caliber, as are block quotes that piggyback on each other and are not guided and elaborated on by your own voice.
For example, some students have requested to include material such as church stewardship modules, small group curriculum, diaconate models, or other types of curricula as part of their content for chapter 5. While these types of materials are welcome in an appendix, all writings from others should be limited in the body of the dissertation. The writing, including ideas and solutions, should be primarily the work of the author student.

Additionally, all material in the body of the dissertation must be in written form. This necessarily means that any digital media (audio or video, etc.) may be described or referred to in the body of the paper, but cannot be included in any form other than writing.
POINTS TO REMEMBER

Abbreviations
- No abbreviations such as i.e., etc., e.g. are permitted within the text. Write out meaning. You may use abbreviations within parentheses.
- Do not use contractions in a formal paper. It’s, don’t, shouldn’t, etc., must all be spelled out.

Dates
- A decade is referred to as the 1940s (no apostrophe), not the 1940’s or the ’40s or the forties.
- Span of years within the same century may omit digits (1955-62).
- Arabic numerals for centuries (17th century) are permitted. Turabian says a century indicator should be written out (seventeenth century). If you are using a century reference in a heading, write it out throughout the manuscript. If you are not using it in a heading, Arabic numerals are acceptable.

Emphasis
Do not use bold, italics, capitalization, or underlining in the text for emphasis. This is not acceptable in academic writing. Show emphasis through sentence structure.

Hyphenation
- Do not use a hyphenated word at the end of the first or last full line of a paragraph or first or last line of a page.
- Hyphenate numbers that are written out (i.e., twenty-one)
- Use hyphenation sparingly. It is okay to use it sometimes but there must be more than two letters on the next line. (See Turabian OR use The Word Book for correct hyphenation.)

Numbers
- Write out all numbers under 100. EXCEPTION: Numbers with fractions or a decimal point.
- Do not use a % sign—write it out as percent or per cent. EXCEPTION: May use a percent sign within tables and figures.
- Do not begin a sentence with a number not written out (even if over 100). Write out or reoder the sentence.
- When referring to specific chapters in a book (or your manuscript), use Arabic numerals. Example: In Chapter 3, I will….
- Consolidate consecutive numbers (176-177, not 176, 177).
- Inclusive pages require all digits (174-177, not 174-77).

Plagiarism
Defined as “to steal and use the ideas or writings of another as one’s own.” You have something unique to say in your field. There is no need to plagiarize.
Proofreader
- Computer spellchecker cannot be the final editor! It won’t catch everything!
- Choose a proofreader carefully such as a current or former teacher who knows English well.

Punctuation
- Periods and commas are always placed inside closing quotation marks.
  [Example: That is really “living.”] Other punctuation may be placed outside, depending on the circumstances, [Example: Is that really “living”?]
- Single quotation marks are only to be used with a quote within a quote.
  [Example: Wilson recounted, ‘As he pushed through the crowd, the man cried, ‘He is risen!’ and lifted his face toward heaven with joy.’] The exception to this is when using block quotations (see Block quotation directions)
- Single dashes are not to be used within a sentence to set off a break in the thought. Use an em dash (double-dash) instead. There should be no space between a word and an em dash. Example: And that—to use a term coined by Franklin— is . . . (or you may use—, some word processors will enter the em dash automatically when you type “—”).

Superscript
- No superscript in text. (1st and 17th, not 1\textsuperscript{st} and 17\textsuperscript{th})
- Superscript is used in footnoting

Titles and Honorifics
- No titles or honorifics are permitted in the manuscript (Dr., Mr., Rev., and so on).
- Use full name only.

Widows and Orphans:
No widows and orphans (lone line or word either at the bottom or top of the page). This includes headings—no heading followed by only one line of text is acceptable.

Page Numbering
- All typed pages must bear a number except for the title page (counted but not numbered) and the copyright page (neither counted nor numbered).
- Page numbers are to be the same 12-point font size as the rest of the text.
- The preliminary pages (those before your first chapter/introduction) must be numbered in lower case Roman numerals (ii, iii, iv). The body and the remainder of the paper, including appendices, bibliography, and vita, must be numbered consecutively in Arabic numerals (1, 2, 3).
- The title page is considered Roman numeral i (but not written on the page).
- On all preliminary pages and on all pages from the body of the text, the page number should appear at the bottom center one inch above the edge.
Margins
- All pages must have a left-hand margin of 1½ inch.
- Top, bottom, and right hand margins must be one inch except for pages carrying major headings, which should start two inches from the top of the page.
- Samples of correct headings, which should start two inches from the top of the page, and samples of correct style for these pages are included in Appendix B.
- Tables, figures, and graphs, whether one or several per page, must also be contained within the 1-inch margins. Exotic symbols may be neatly hand-executed in black ink.
- Oversize materials must be photographically reduced to meet margin requirements. Photographs, prints, etc., should be dry mounted and follow margin regulations.
- These margins are necessary to facilitate binding and microfilming.
- Page numbers are to be included within these margins.
- When adjusting pagination, double-check subheadings to be sure that when they are at the top of the page, they go all the way to the top where the first line of text is to be, and have not dropped down a double-space as a result of the pagination.

Body of the Text
- Indent each paragraph .5 inch. Set indent from paragraph or tab menu. Do not use the spacebar as this will make the indent inconsistent.
- Double-space the text (exactly!—check the default setting to be sure it is correct).

Lists
- As stated earlier, your paper should be comprised entirely of prose – no bullet points. But lists, graphs, and tables are acceptable.
- Numbered lists are to be double-spaced unless in a block quotation.
- Two styles are permitted. Periods after numbers and the beginning of text must be aligned. If the material following the number is not brief, the second style is preferred because it uses less space. Whichever style is chosen must be used consistently throughout the document.

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Form of Citation and Style
D.Min. dissertations presented to the faculty of Reformed Theological Seminary should conform to the standards set forth in these guidelines and the Turabian Manual, 7th ed. This latest edition of the Turabian Manual allows for two types of citation. These are parenthetical or footnote styles. If there are any differences between the RTS Guidelines and the Turabian Manual, the RTS Guidelines take precedence over Turabian.

In writing your D.Min. dissertation we require parenthetical references along with a reference list as specified in Turabian’s Manual following the format of the American Anthropological Association. If you have a strong preference to use footnotes and a bibliography, please submit your request to the D.Min. department. Permission must be granted for you to use footnotes instead of parenthetical preferences. Do not use endnotes.

Note: When using parenthetical references, footnotes may be used for amplification of content. See page 5 of this manual for further comment on this rule.

Parenthetical References
Material on Parenthetical References is taken from:


The parenthetical reference method employs an author-date system where the authors’ names and date of publication are given in parentheses in the running text, and keyed to the references cited list at the end of the paper. The reader should be able to go directly from the parenthetical reference to the citation in the references cited list. Use parenthetical references whenever it is necessary to cite the source of data.
In a parenthetical reference, the author’s name comes first, followed by the date of publication, with no comma separating the two (Nichols 1996). Sentence punctuation follows the reference. Specific page numbers are required for quotations and when referring to specific information. The page number comes after the date and is preceded by a colon; there is no space between the colon and the page number (Nichols 1996:175).

For a reference with two or three authors, use the surnames of each author (Kerr, Graham, and Slug 1989). If the source has more than three authors, use all names the first time (Fenner, Henderson, Arita, Jezek, and Ladnyi 1988), but in succeeding citations, use the name of the first author, plus et al. (Fenner et al. 1988:123). The abbreviations “ed.” and “comp.” are not given in the parenthetical references, but are included in the references cited.

If the references cited section contains several authors with the same surname, include the author’s initials in the parenthetical references to avoid confusion (M. Kraft 1990:64-67).

If an author has several works published in one year, these are listed alphabetically in references cited and designated, for example, as 1989a, 1989b, and 1989c; the letter should be included in the parenthetical reference (Shore 1989b:12).

When referring to a particular volume in a multi-volume work, cite the volume number in the parenthetical reference. For example, the following reference is to the second volume of Paul Tillich’s three-volume Systematic Theology, written during a period of 13 years: (Tillich 1951-63, II:442-443). In this case, the three-volumes are listed as a whole in the references cited section. If, however, you only list Volume II in references cited, you do not need to cite the volume number in the parenthetical reference (Tillich 1952:442-443).

When quoting or referring to an electronic source without page numbers, such as a portable or online database, the parenthetical reference need only include the name (author or title) and the date, if available (Galloway 1993) or (“Middle Ages” n.d.). (n.d. stands for “no date.”) The entry in references cited will provide additional information.

If the sources do not have an author, the parenthetical reference should cite it according to the way it is listed in references cited. This may be by the corporate author or publisher (General Motors Corporation 1980), or it may be by a title (Webster’s Ninth New Collegiate Dictionary 1991).

If referring to several different sources, list them alphabetically and separate by a semicolon (Frampton 1968; Jackson 1972).

If the author is cited in the text put only the date of publication in parentheses (see example below). If both author and date appear in the text, a parenthetical reference is not needed. Within a paragraph, it is usually not necessary to repeat the same parenthetical reference, unless there could be confusion with another source, or unless citing a different specific page number. If it is necessary to repeat a reference that has
just been made, do not repeat the author’s name; only the date and page number are necessary. The terms ibid. and op. cit. are not used in parenthetical references.

Examples:

In a recent study of reaction times (Smith 1983)…
Smith (1983) compared reaction times…
In 1983, Smith compared slugs to…
In a recent study of reaction times, Smith (1983) described the method…Smith also found.

Websites: Parenthetically referencing online sources in your text can be tricky. The full web address must be listed, along with a publishing date and the pertinent author information. An access date is also required in the References Cited (see Sample J for a couple of examples). Citation of the actual writing being quoted is key here – and giving the reader enough information to find the full reference in your References Cited. See Turabian, 7th for particular referencing of specific types of sources in your text that you found online. Remember, too, that if the source is commonly found in hardbound text, it is preferred to cite the hard text over the soft.

Bible Quotations

• When quoting or referring to the Bible, the parenthetical reference should only cite the book, chapter, and when appropriate, verses (Gen 12:1-3; Leviticus 14). (See Sample N for the list of acceptable abbreviations.)
• If you consistently use one version (such as the New International Version or the King James), give that information in your introduction or on your copyright page. If you occasionally quote from a different version, cite the version in your parenthetical reference (Ex 21:10, NIV). See Sample B.
• Include any abbreviations (NIV, NASB) in your list of abbreviations.
• Books of the Bible are to be abbreviated when referring to specific verses. See Sample N for abbreviations list.
• When referring to entire chapters or entire books of the Bible, spell out the name of the book entirely without abbreviation.
• For Bible chapters and verse references, be consistent in style, such as: Ch. 11 v.5 or 11,5 or XI, 5 or 11:5
• Place scripture references in parentheses following quotations. (Mt 11:5)

Other Quotation Reference Tips:

• Put a space after a comma when page numbers are not sequential (Wagner 1994: 143, 157).
• Be sure to put a space before and after parentheses OUTSIDE the parentheses, but NOT inside.
• Consolidate sequential numbers: (Rodgers 1957:344-345).
**Block Quotations**

- Any quotation of more than four lines must be put in a block.
- Indent .5 inch at the right and left margins.
- Single-space.
- Indent for a new paragraph is an additional .5 inch where appropriate.
- No double-spacing between paragraphs.
- No ellipses at the beginning of the block.
- Use double quotation marks (“”) to indicate the quotation marks found in the original text.
- When a block quotation begins with a paragraph in the original material, it is given paragraph indentation in the text.
- However, if the quoted material does not begin a paragraph in the original material, it is not indented with the block quotation.

**Other Quotation Helps**

(Drawn from *SWM Writing Manual*)

Quoting sources with absolute accuracy is a mark of good scholarship. The most important thing to remember is to quote exactly what the person says. Use the original spelling and capitalization (even if it is different from Turabian or this style guide); put in punctuation exactly where it is in the original source (or do not put it in if it is not there in the original).

When a quotation is four lines or less in your typed manuscript, the quotation is presented as part of the body of the paragraph. It is set off by double quotation marks (“”) at the beginning and end of the passage. If the quoted passage itself contains a quotation, a word or phrase that is set off with double quotations marks, those marks must be changed to single quotation marks (‘’) in your manuscript. Do not use an accent mark (´). If your word processor automatically inserts smart quotes (“””) rather than straight quotes (“”), make sure you are consistent throughout your document.

Example:

| Original text as the author wrote it: The imagination is that which makes a thought “real” or “vivid.” |
| The same text as a quotation in your document: “The imagination is that which makes a thought ‘real’ or ‘vivid’” (Keller 1988:31). Note the period (.) follows the parenthetical reference and is not inside the quotation marks. |

In a block quotation, no quotation marks are used at the beginning and the end, and the double quotation marks that appear within the original material are retained.
Quoting from Secondary Sources

Quote from original sources whenever possible. If one author quotes another, try to find the original source to ensure accurate quoting of the primary author. If you cannot find the primary source, then it is necessary to quote the secondary source. Use the following format: (Keller as quoted in S. Wells 1998:13).

Omissions in Quotations

If you omit words, phrases, or sentences from quotations, you need to indicate the omission by the use of ellipsis points. Ellipsis points are always placed inside the quotation marks because they represent the words omitted from the quotation.

Omission within a Sentence

Use three spaced dots to indicate an omission within a sentence (space dot space dot space dot space). Note: If your word processor program enters ellipses automatically make sure it follows this spacing (which is rare); otherwise enter your ellipses manually.

Example: “If good, the desire is carried to it with delight . . . and so our affections are stirred up suitably to our apprehension of the object” (Sibbes 1973:180).

Omission Following a Sentence

- Use four dots for an omission following a sentence. The first dot serves as the period for the sentence and the other three dots serve as the ellipses.
- If the sentence before the ellipses ends with a question mark or an exclamation mark, use that mark rather than the period. Example: “What is the main difference between Japanese and American styles?... It has to do with implicit and explicit communication values” (Smith 1994:61).
- If the omitted material is at the end of the sentence but is the last part of the quote, use three dots, then the quotation mark, before giving the reference. (The fourth dot “moves” to the end of the sentence, after the reference.)
- Example: “Being human means not only being destined to compose, but also choosing for one’s destiny” (Loder 1989:73).

Omission of a Paragraph

In a quotation of several paragraphs, indicate the omission of a paragraph by a period and three ellipsis points at the end of the paragraph preceding the omission.

When Ellipses are not needed

Do not use an ellipsis at the beginning of an obviously incomplete quoted sentence that serves to complete your sentence in the text.
Never use an ellipsis at the beginning of a quote. This applies both to block quotations and to shorter unblocked quotations. Try not to start writing in the middle of a sentence, but if you must, capitalize the first word of the quote by putting the first letter of the first word in capital letters within [ ].

**Tables and Figures (and all other such—maps, graphs, and so on)**

- Figure and table headings and titles are to be capitalized (all caps) and bold.
- Table headings go above the table (centered).
- Figure headings go below the figure (centered).
- Two double spaces are put before and after each figure and table to separate it from the text.
- One double-space between the figure/table itself and its heading.
- Double space between the heading and the title.
- If the title is longer than one line, single-space the two lines.
- Credit or reference cited is placed on a separate line under the title. You must give credit for everything that is borrowed or adapted.
- Center the table or figure horizontally on the page between the margins (i.e. it should not be placed at the left or right margin. Remember, too, that your left margin is 1.5” and your right margin is 1”. Center your table/figure between these margins and not the edges of the paper.)
- Columns in the tables need to be balanced within the table (equal spacing between them).
- Items in the columns need to be centered under the heading or aligned at either the right or left margin (as appropriate for the type of material).
- Tables and figures must fall within the required margin limits.
- Font size and style within tables and figures may vary from that of the text. Be as consistent as possible. Must be clearly readable.
- Photographs and reproductions must be high quality and clearly visible in all details. No fuzziness allowed.
- Avoid landscape figures/tables. “Landscape”

**Hebrew and Greek Characters**

Do not use handwritten Hebrew or Greek words. Either transliterate them into English using a standard acceptable form or use a Hebrew or Greek typeface (font).

**Use of Copyrighted Materials**

Reformed Theological Seminary assumes no responsibility for direct quotations used without permission. Generally speaking, you should secure a publisher’s written permission to quote “extensively” (over 150 words) from a copyrighted work. Such permission is generally given without charge, provided proper acknowledgment is given.
TROUBLESHOOTING

Buy a clear ruler and use it to make sure that your manuscript is laid out correctly.

- Verify centering if your margins are correct, the width of the text will be exactly 6 inches. This means that the center of each heading will fall exactly on the 3-inch mark on the ruler. If the computer tells you that the heading is centered but it is not, there is probably a default paragraph indent that is pushing the heading to the right. Check the ruler at the top of the screen and the paragraph format menu.

- Adjust the zoom control to get the page layout to be exactly the same size on the screen, as the page will print out. This will vary from computer to computer, and will take some experimentation to work out. For example, on my laptop, if I set the zoom control to 87% (this must be done manually—there is not an option for this percentage), the page will appear on the screen at exactly the same size as it will print out. Therefore, when I am in doubt about a margin or centered item, I can take my ruler and measure the trouble spot on the screen and make the necessary adjustment—and KNOW that it is accurate—without having to print the page out to check it.

- Every time you change from computer to computer or printer to printer it will affect the pagination to some degree. This is especially true when going between a dot matrix printer and a laser printer. Once you are ready to finalize the formatting and pagination of your document (before submitting it to the D.Min Department for the first time), pick one computer and one printer and use those exclusively. Do not think you will try to save money by doing all the preliminary work on a dot matrix printer and print out only the final copy on a laser or ink jet printer. You will create for yourself a margin and pagination nightmare! (Believe me, I know. I tried it!)

Prevention: Remember that inkjet print will smear and/or disappear if it gets wet. Please make final copies on a laser printer.

- Always secure your manuscript in a paper-sized box to prevent shifting and wrinkling. You may want to wrap in plastic to prevent water damage. Place this box or boxes within a larger box with additional packing. Mail to RTS Orlando, D.Min. Office; 1231 Reformation Drive, Oviedo, Florida, 32765. Please email when shipped to dmin.orlando@rts.edu. You will be notified when it is received.
LAST MINUTE CHECKLIST

(This is not intended to be exhaustive but illustrative.)

When checking a dissertation, the Style Reader will be examining it for:

- Appearance
- Completeness
- Order
- Accuracy
- Consistency

Appearance includes such things as:

Balance
- The items on the title page need to be balanced vertically.
- The tables and figures need to be centered horizontally on the page (not at the left or right margin).
- Columns in the tables need to be balanced within the table (equal spacing between them).
- Items in the columns need to be centered under the heading or aligned at either the right or left margin (as appropriate for the type of material).

Font
- The font needs to be Times New Roman, 12-point.
- The same font size needs to be used throughout the manuscript (this includes titles, headings, and page numbers).
- The font used for the index must be the same as the font used in the manuscript, but it may be decreased in size to 10 point.

Spacing
- The margins need to follow the guidelines prescribed by the style manual.
- The titles and headings need to be correctly spaced.
- The document needs to be double-spaced unless single-spacing is required—in the case of footnotes, block quotations, References Cited, Vita, sections of the Table of Contents (See this style manual).
- The text needs to be properly spaced on each line with no extra spaces between words unaccounted for by the justification.
Completeness includes such things as:

Items
- Each section of the document includes all the items prescribed in the order of contents guide.

Headings
- There must be no lone headings.
- There must be at least two entries at every level in both the Table of Contents and the body of the text.

Names
- There must be no widows or orphans. Every author cited needs to be listed in the text, in the references cited section, and in the index.

Places
- All significant places mentioned in the text also need to be mentioned in the index.

Page Numbers in References
- Entries in the reference cited section need to include page numbers. All necessary information such as page numbers of essays from a book, volume number, and page numbers of journal articles, and so on, must be included in entries in the References Cited section.

Chapter Summaries
- Each chapter must have a concluding section which summarizes and integrates the issues addressed.

Sequence
- Items need to be in the right sequence (see Order of Contents page)

Alphabetization
- The words in the index and the names in the References Cited section need to be alphabetized correctly.

Lists
- The figures, tables, and maps in the text need to follow the order dictated by the lists.
Accuracy includes such things as:

Table of Contents
- The page numbers and headings in the Table of Contents need to correspond with those in the body of the text.

Headings
- Each heading needs to follow the prescribed placement and style.

Footnotes
- Each footnote needs to be on the same page as their corresponding citation in the text. Please use superscript.

References Cited
- Each entry in the References Cited section needs to follow the prescribed format.

Consistency includes such things as:

Capitalization
- Each word must either be capitalized or lowercased consistently throughout the document.

Lists
- All lists need to be in the same style.

Spelling
- All names need to be spelled the same way each time they are used