DMIN AND MA THESIS GUIDELINES

Doctor of Ministry, Master of Arts, Master of Sacred Theology, and Master of Arts in Religious Leadership regulations require that you deposit a copy of your professional paper/thesis in the Lapp Learning Commons for binding. The Lapp Learning Commons requests that you use the 8th edition of *A Manual for Writers of Term Papers, Theses, and Dissertations (Turabian)* for footnote and bibliographic citations. You can choose another style manual in consultation with your advisor (e.g., SBL). The Learning Commons provides access to the Chicago Manual of Style Online: https://cts.idm.oclc.org/login?url=http://www.chicagomanualofstyle.org/home.html

Below is a general overview of the CTS guidelines you must follow.

**General Format Guidelines**

- **Paper:** White, cotton bond paper
  - Use resume, business, thesis or dissertation bond paper
  - 8 ½ “ x 11” paper size

- **Printing:** single-sided

- **Fonts**
  - 12 point font for main body
  - 10-12 point font for footnotes
  - Times New Roman

- **Line Spacing**
  - Double spacing for: Acknowledgements, Abstract, Main body of thesis
  - Single spacing for: Footnotes, block quotes (indented), Bibliography, Appendix

- **Pagination**
  - Roman numbers for all of the Front Matter (Table of Contents, Tables/Figures/Illustrations, List of Abbreviations, Acknowledgements, Abstract, etc.)
  - Arabic numerals for the thesis body, Appendix, Bibliography.
  - All numbers must be on the bottom of the page (centered or right justified)

- **Margins**
  - Left margin must be 1.5”; right margin must be 1”
Top and bottom margins must be 1”, except for the title page which should be 1.5” from the top of the page.

Submit the paper in an envelope or folder. Do NOT staple or punch holes in the paper.

**Front Matter**

List preliminary pages in the order below. Unless otherwise indicated, all front matter must be included in your thesis. Use lower-case roman numerals for all pages in this section.

- **Title Page** *
  - Use all caps
  - Center horizontally and vertically on the page
  - No page number displayed (page is still counted in Roman numeral front matter pagination)
  - Use provided title page template

- **Copyright page**
  - No page number displayed (page is still counted in Roman numeral front matter pagination)
  - Copyright notice should be at bottom of the page, flush left, in this manner:
    
    Copyright © 20XX by Your Name
    All rights reserved

- **Dedication page (optional)**
  - No page number displayed (page is still counted in Roman numeral front matter pagination)
  - No heading is placed on this page
  - Different from Acknowledgements
  - Keep brief, fuller statements should be moved to Acknowledgments.

- **Table of Contents** *
  - Label page CONTENTS (do not label Table of Contents)
  - If more than one page, do not repeat the heading on subsequent pages
  - Leave two blank lines between the title and first item listed
  - Single space individual items, double space between items
  - Page numbers must be right-justified, lower case roman numbers for all Front Matter
  - Leaders (a line of dots) can be used between the title and page number
  - Match page numbers in TOC with thesis text
  - Include top-level headings in your TOC (Front matter, Chapters, Appendix, Back Matter) that occur after your TOC (ie. do not include title page, copyright page, dedication)
  - Do not include headings beyond second-level subheadings
  - Roman numeral pagination at the bottom of the page(s)
List of figures, tables or illustrations (optional, used only if 5 elements included).

- If the list is more than one page, do not repeat the heading
- If your thesis includes both figures and tables, list the first page ILLUSTRATIONS (centered, bold font) but divide the page into two sections labeled Figures and Tables (left aligned, bold font)
- Leave two blank lines between the title and first item listed
- Page numbers for tables, figures, illustrations must be justified right, use arabic numerals.
- Single space individual items, double space between items.
- Figure/Table/Illustrations titles and captions should match the wording in the thesis.
- Roman numeral pagination at bottom of page.
- See A.2.1.7 of Turabian, 8th edition (page 383) for additional information.

Acknowledgements page (optional)

- Label the first page ACKNOWLEDGEMENTS/ACKNOWLEDGMENTS
- Stick to one spelling
- Leave two blank lines between the title and first item listed.
- If your acknowledgements are longer than one page, do not repeat the heading
- Include in the TOC

List of abbreviations (only if needed)

- Label the first page ABBREVIATIONS
- Leave two blank lines between the title and first item listed
- Single space individual items, double space between items
- If your list is longer than one page, do not repeat the heading
- List alphabetically by abbreviation, not full term
- Abbreviations are flush left, with spelled out terms aligned under one another
- Include in TOC
- Heading in TOC must be List of Abbreviations, with corresponding page
- Roman numeral pagination at bottom of page

Glossary (only if needed)

- Label the first page GLOSSARY
- Leave two blank lines between the title and first item listed
- If your glossary is longer than one page, do not repeat the heading
- List terms alphabetically, flush left, followed by a period (you can use a colon or em dash —)
- Terms can be in italics or bold font
- If the definition is more than one line, indent the runovers by a half inch (similar to bibliography indentation)
- Definition/translation should be in sentence case and end with a period
- Include in TOC
- Roman numeral pagination at bottom of page

Abstract *

- Must be included in your thesis and the final page in your front matter
Body of Thesis

- Label the page ABSTRACT
- Leave two blank lines between the title and first item listed
- Must be double-spaced, roman numeral pagination at bottom of page
- Abstracts should not be more than one page, and ideally limited to 150-200 words.

CHAPTER 1.

REPLACE WITH YOUR CHAPTER TITLE

Footnotes

- Place footnotes at the bottom of the page, use arabic numerals
- Cite the work in full the first time it is referenced in chapter, even if you cited it in a previous chapter. Use the shortened form (author–title) thereafter.
- Single space footnotes
- Do not use Ibid. at top of footnote section. Ibid can only be used if there is a footnote from the same work immediately preceding it on the same page
- Restart footnote numbers with each new chapter
- If a note consists of a citation and a comment, list the citation first with a period after it, then the comment
- Be judicious in your use of substantive comments in footnotes
- Do not use same format for bibliography in footnotes, there is a difference

Sections and Subsections

- Do not use point size to differentiate headings
- Do not leave headings isolated by itself at the bottom of the page
- Use the following formatting styles to differentiate sections

Subheadings First Level (Centered, Bold, and Capitalized First Initials)

Subheadings Second Level (Centered and Capitalized First Initials)

Subheadings Third Level (Left-justified, Bold, and Capitalized First Initials)

Subheadings fourth level (Left-justified and Capitalized only; sentence capitalization)

Subheadings fifth level. (Run-in heading at the beginning of paragraph with italicized font and a period at the end)
Back Matter

☐ Appendix (optional, if needed)
  — List individually in TOC
  — Label A, B, C or 1, 2, 3 (only if more than one appendix, otherwise just label APPENDIX)
  — Match Appendix heading, with listing in the TOC
  — Appendix heading must be centered, all caps and bold

☐ Bibliography
  — Do not use the same format for your footnotes
  — Use three em dash when listing more than one work by the same author
  — If no author, list alphabetically ignoring stop words like A, An, and The
  — Single space individual entries, double space between entries
  — If the entry is more than one line, indent the runovers by a half inch