

## GUIDELINES FOR D.MIN. AND MASTER'S-LEVEL THESES

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 observe the following guidelines in the draft you submit to the us:

1. Margins – S
  - a. Left margin (1.5 inches); Right margin (1 inch).
  - b. Top and bottom margins: 1 inch, except for the title page and the first pages of parts and chapters, which should be 1.5 inches from the top of the page.
  - c. This sheet is prepared with those margins.
2. Footnotes should be at the bottom of the page. Bibliography must be at the end of the paper. Use the 7th edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* (Turabian) for footnote and bibliographic citations. However, you can choose other style manual consulting with your advisor (eg. SBL). Keep in mind that you must use a selected style consistently. The Learning Commons provides access to the *Chicago Manual of Style Online*:  
<https://cts.idm.oclc.org/login?url=http://www.chicagomanualofstyle.org/16/contents.html>
3. Line-spacing –
  - a. Double: All the basic text (Abstract, Acknowledgement)
  - b. Single: Footnote, Bibliography, Indented Block quotation, Appendix
4. Font – See Appendix B
  - a. Set the size 12 (optional- footnote: 10-12).
  - b. Headings (Parts/Chapters) are capitalized.
  - c. No style except subheadings.
5. Pagination:
  - a. Roman numerals for the Table of Contents (starts with ii), Abstract, and any other preliminary pages, such as acknowledgements.
  - b. Arabic numerals for Body, Appendix, Bibliography.
  - c. Put all page numbers at the bottom of pages.
  - d. First page of a chapter should not be numbered
6. Paper: Use cotton bond paper (at least 25% cotton; 100 % cotton is preferred). Such paper may be called Business, Resume, Thesis or Dissertation bond paper.
7. Printing must be single-sided.
8. Presentation. Submit the paper in a folder or an envelope. Do NOT staple or punch holes in the paper.

## **Arrangement of Contents w/Pagination (Follow this order)**

Title Page (no page number, although it is counted as i)

Table of Contents (required; Roman Numerals)

List of Illustrations (if any; Roman Numerals)

List of Tables (if any; Roman Numerals)

Acknowledgement (optional; Roman Numerals)

List of Abbreviations (if any; Roman Numerals)

Glossary (if any; Roman Numerals)

Abstract (Roman Numerals).

*Abstracts should be less than 200 words in length*

Introduction (begin Arabic Numerals with page 1)

Parts (if any) or Chapters (Arabic numerals)

Appendix (if any; Arabic numerals)

Bibliography (Arabic Numerals)

Chapter sections and subsections should not be included in the Table of Contents.

## **Hierarchy of Sections w/Font Styles**

CHAPTER 1.

REPLACE WITH YOUR CHAPTER TITLE

### **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)

*(Sample title page for M.A. thesis )*  
*(Space: 1.5 inches from top of page)*

**THE CHICAGO THEOLOGICAL SEMINARY**

*(Space: 1-2 inches)*

**TITLE**

*(Space: 1-2 inches)*

**A THESIS**

**SUBMITTED TO THE CHICAGO THEOLOGICAL SEMINARY**

**FACULTY IN THE CANDIDACY FOR THE DEGREE OF**

**NAME OF DEGREE**

*(Space: 1-3 inches)*

**BY**

**YOUR NAME**

*(Space: 1 inch)*

**CHICAGO, ILLINOIS**

**DATE OF EXAMINATION AND APPROVAL**

(1.5 inches from top of page)  
**TABLE OF CONTENTS**

(double-space between)

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ACKNOWLEDGEMENTS ..... iv

GLOSSARY ..... v

ABSTRACT ..... vi

INTRODUCTION ..... 1

CHAPTER 1: THIS IS THE TITLE ..... 4

CHAPTER 2: THIS IS THE TITLE. IF THE TITLE  
IF THE CHAPTER IS LONG,  
INDENT THE SECOND LINE AND DO NOT FILL  
TEXT ALL THE WAY TO THE RIGHT ..... 23

CHAPTER 3: THIS IS THE TITLE ..... 26

CONCLUSION ..... 42

APPENDIX ..... 45

    Only note the first page of the first appendix.  
    All others do not need to be included on the table of contents.

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(1.5 inches from top of page)

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