

Dissertation Guideline

1. Dissertations are to be printed in laser quality print on any cotton bond paper of high rag content, weight 20 pounds, size 8 1/2" x 11. Such paper may be called "Business," "Thesis," or "Dissertation" bond paper. Dissertations must be printed single-sided.
2. Each dissertation is to be provided with a title page arranged in the form of the model title page distributed by the librarian. *See Appendix*
3. If the title of the dissertation is long, a short title, to be used on the spine of the volume in binding, should be typed on a separate sheet of paper. The student's surname, a dash, the short title, and all spaces between words should not exceed sixty spaces.
4. Order of contents: Each dissertation is to be provided with a Table of Contents, followed by succeeding sections. *See Appendix*
5. Line-Spacing: All the basic text (including Abstract, Acknowledgement) should be double-spaced. Apply single-space for Footnote, Bibliography, Indented Block Quotations, and Appendices.
6. Margin:
 - a. Left margin should be 1.5 inches; Top, Bottom, and Right margin should be 1 inch.
 - b. Title pages at the beginning of Chapters (or equivalent major sections) should be 1.5 inches from the top of the page.
7. Pagination: *See Appendix*
 - a. Roman numerals for the Table of Contents, Abstract, Acknowledgement.
 - b. Arabic numerals for Body, Appendix, Bibliography.
 - c. Put all page numbers at the bottom of pages. The first page of a chapter (or equivalent major section) should not show the page number.
8. Font: *See Appendix*
 - a. Set the size 12 (optional – footnote:10-12).
 - b. Either Cambria, Times, or Times New Roman should be utilized.
 - c. Headings (Parts, Chapters) are capitalized.
 - d. No style except subheadings.
9. Chapters (or equivalent major sections), bibliography, appendices, etc., should normally begin on new pages, with centered headings, preferably with a 1.5 inch top margin. Section headings are to be consistently displayed throughout the dissertation.
10. Footnotes should be at the bottom of the page. Bibliography must be at the end of the paper. Use the most recent edition of *A Manual for Writers of Term Paper, Theses, and Dissertations* (Turabian) for footnote and bibliographic citations. However, you can choose a different style manual after consulting with your advisor (eg. SBL). Keep in mind that you must use a selected style consistently.

11. Punctuation should be consistent and may follow any accepted style of the student's choice.
12. Quotations:
 - a. Short direct prose quotations should be incorporated in the text, and enclosed in double quotation marks.
 - b. Other quotations (prose quotations of four or more typewritten lines, short prose quotations which are to be displaced for purpose of emphasis or comparison, and quotations of poetry) should be set off from the text, without quotation marks, in single-spacing, and indented from the left and right margins. Standard procedures as to notation for ellipses, interpolations, etc, is to be followed.
13. Illustrations (charts, graphs, maps, drawings, paintings, photographs, etc) and symbols are to be computer-generated or entered neatly in permanent black ink.
14. Corrections: Careful proofreading and entry of all necessary corrections are required. Interlineations, crossing out of letters or words, and strikeovers are not acceptable.
15. One computer printed copy of the dissertation is to be deposited in the library. The dissertation is to be deposited no later than three weeks before the date of the convocation. *A certificate of approval signed by Academic Dean is to accompany the dissertation.*
16. The style and form of the dissertation must be approved by the Seminary's librarian prior to the convocation at which the Ph.D degree is to be conferred. The librarian will certify approval to the Registrar.
17. For information on specific matters of style, you are recommended to use the most recent edition of, *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian and/or *The Chicago Manual of Style*. *The Chicago Manual of Style* is available electronically at:
<https://cts.idm.oclc.org/login?url=http://www.chicagomanualofstyle.org/16/contents.html>

APPENDIX

A. Arrangement of Contents w/Pagination (Follow this order)

a. Roman numerals (i, ii, iii, iv, etc.)

Title Page (no page number appeared, although being counted)
Table of Contents
List of Illustrations (if any)
List of Tables (if any)
Acknowledgement (optional)
List of Abbreviations (if any)
Glossary (if any)
Abstract

b. Arabic numerals (1, 2, 3, 4, etc.)

Introduction
Parts (if any)
Chapters
Sections
Subsections
Appendix (if any)
Bibliography

B. Hierarchy of Sections w/Font Style

PART I.
[PART TITLE]
(IF ANY; TAKE ONE PAGE)

CHAPTER 1.
[CHAPTER TITLE]

Subheadings First Level (Center Alignment, Bold, and Capitalized First Initials)

Subheadings Second Level (Center Alignment and Title Capitalization)

Subheadings Third Level (Left aligned, Bold, and Title Capitalization)

Subheadings fourth level (Left side, first word capitalized)

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

(1.5 inches from top of page)

THE CHICAGO THEOLOGICAL SEMINARY

(Space: 2 inches)

(TITLE)

(Space: 2 inches)

A DISSERTATION

SUBMITTED TO THE CHICAGO THEOLOGICAL SEMINARY

FACULTY IN THE CANDIDACY FOR THE DEGREE OF

DOCTOR OF PHILOSOPHY

(Space: 1-3 inches)

BY

(YOUR NAME)

(Space: 1 inch)

CHICAGO, ILLINOIS

(DATE)