

**FORMAT REQUIREMENTS
FOR
DOCTOR OF MINISTRY PROJECT REPORT**

Louisville Presbyterian Theological Seminary
(Revised May 2009)

The following schedule shall be adhered to by all Doctor of Ministry candidates:

**Prior to the D.Min.
candidate's oral
examination with his or her
advisor or second reader**

Candidates will submit a copy of their first full chapter and bibliography to the Reference Librarian as soon as possible. After the Reference Librarian checks this material, she will meet with the student to discuss formatting changes that need to be made.

**Shortly after the date of a
D.Min. candidate's oral
examination**

Candidate will submit a copy of the completed work to the Reference Librarian that incorporates any examination changes requested by their advisor, second reader, and those noted in the first meeting with the Reference Librarian. **The deadline for oral examinations of project reports is March 1.**

March 15

Submission of the original and one copy of the final project report, as specified below, to the Reference Librarian. This copy should include any corrections in format that were discussed during the candidate's earlier meeting with the Reference Librarian.

April 1

Submission of the original and one copy of the second correction (if necessary) of the final project report, as specified below, to the Reference Librarian. This submission of the project report will be necessary only if the Reference Librarian determines that format changes requested earlier in the process have not been made.

The original typed or printed manuscript and a second copy of the Doctor of Ministry project report will be presented to the library according to the above schedule. The final library copies will be prepared after the candidate's oral examination and will incorporate changes and corrections recommended or required in the oral review process as well as any format corrections requested by the library.

A \$35.00 charge covers the cost of checking the formatting and the binding of two (2) copies which the student donates to the library collection. If students want additional copies bound, the charge is \$13.50 per copy.

If the project involves original tapes, CD's, DVD's, movies, etc., one copy is to be given to the library along with the two required paper copies of the project report.

The degree of Doctor of Ministry will not be awarded until the Reference Librarian certifies to the Academic Dean that the project report satisfies the specifications outlined in this document.

Standards for Format

The project report of a Doctor of Ministry candidate will follow the guidelines for text structure, punctuation, footnotes, and bibliography styles outlined in the latest edition of one of the following manuals, except, where this document countermands those guidelines. The preferred guide is the 7th edition of Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*.¹ Turabian is based on the larger *Chicago Manual of Style*. If you can't find an answer to your formatting question in Turabian, refer to the latest edition (15th) of the *Chicago Manual*.²

An alternate documentation style that may be followed by those in the Marriage and Family Therapy program is that found in the *Publication Manual of the American Psychological Association*, commonly known as APA style.³ For the convenience of students who choose APA, a less expensive alternative, that offers quick access to the essentials of APA style is the *Concise Rules of APA Style*.⁴ (The new 6th edition is available July 1, 2009.)

Instructions for including illustrations, photographs, oversized material, music, and recorded sound with project reports are found in *Preparation of Archival Copies of Theses and Dissertations*.⁵ This pamphlet is in the library. Instructions provided in Turabian's *Manual* or Miller and Taylor's *Handbook* for illustrations, photographs, oversized materials, music, and recorded sound should NOT be used.

If you are having trouble getting Word to format your document correctly, you might consider consulting *Writing your Dissertation with Microsoft Word: a step-by-step guide* by Vincent Kiernan.⁶

¹Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed. (Chicago: University of Chicago Press, 2007).

²*The Chicago Manual of Style*, 15th ed. (Chicago: The University of Chicago Press, 2003).

³*Publication Manual of the American Psychological Association*, 6th ed. (New York: American Psychological Association, 2009).

⁴*Concise Rules of APA Style* (Washington, D.C.: American Psychological Association, 2009).

⁵Jane Boyd and Don Etherington, *Preparation of Archival Copies of Theses and Dissertations* (Chicago: American Library Association, 1986).

⁶Vincent Kiernan, *Writing Your Dissertation with Microsoft Word: a Step-by-Step Guide* (Alexandria, VA: Mattily Publishing, c2005).

Paper

After the formatting of your project has been approved—

The **original copy** of the D.Min. project must be printed on high-quality, durable, 20 pound, 100% rag/cotton content (sometimes called Archival), 8 ½ x 11 inch paper.

The **second copy** of the project must be on acid-free paper, again with a minimum weight of 20 pounds.

There are several sources locally for the kind of paper required for the original copy (in Louisville: Office Depot and Staples). Plan on using a laser or ink-jet printer for printing the original copy.

Formatting

Any easily readable standard font, 12 point size is acceptable, but the same type must be used throughout the report. Script type is not acceptable. Printing should be on one side of the paper only. All textual material should be double-spaced; but lists, long quotations, and the bibliography may be single-spaced within each entry.

The margins for the text of the report should be approximately 1 inch at the top, bottom, and right sides, and 1½ inches on the left side of the page. The extra ½ inch on the left is to allow for binding. This 1½ inch margin on the left is required for all pages, including all tables, charts, or other materials that may require the paper to be landscaped (turned 90 degrees). The same margin requirements hold for the second copy of the report.

Computer Produced Reports

Only “letter quality” print will be accepted. “Near letter quality” is not acceptable because subsequent copies made with photocopiers and microfilm are not as clear.

Any computer printouts to be submitted as part of the report that are larger than the standard 8 ½ x 11 inch page size should be reduced to the standard size paper. The reduced print cannot be smaller than elite type and should be of dark, clear, good quality. Margin requirements hold for such reductions as well.

The primary consideration in selecting a system for word processing should be its ability to produce a finished paper that meets the format requirements for all parts of the paper and has acceptable print legibility.

If you are planning to use the computers in the Library’s Computer Lab, you will have access to Microsoft Word.

Corrections

Corrections of errors, other than by clean erasure, are not acceptable. **Correction fluid must not be** used because it occasionally bleeds or flakes away.

Corrections on photocopies of the report are not acceptable.

Order of Pages in Completed Manuscript

1. Title page
2. Approval page signed by your two readers
3. Dedication (if any)
4. Table of contents
5. List of illustrations (if any)
6. List of tables (if any)
7. Acknowledgments (if any)
8. List of abbreviations (if any)
9. Main body of the project report
10. Appendix (if any)
11. Bibliography

Examples of the title page, the approval page, the table of contents, chapter headings and placement of subheadings within the text, and the footnotes follow.

(Sample Page)

BAPTISM AND APOCALYPTIC IN PAUL

A Project Report

Presented to

The Faculty of

Louisville Presbyterian Theological Seminary

Louisville, Kentucky

In Partial Fulfillment

of the Requirements for the Degree

Doctor of Ministry

by

Richard Paul Tollitson

June 1999

(This page's margins are 2" top, 1.5" left, 1" bottom, 1" right. The rest of the information should be centered on the page.)

(Sample Page)

The Doctor of Ministry Project of Student's Name is approved.

*(10 single spaces,
write on 10th line)*

Dr. Burton Z. Cooper *(Date Signed)*

*(8 single spaces,
write on eighth line)*

Dr. Johanna Bos *(Date Signed)*

(This page's margins are 2" top, 1" bottom, 1.5" left, 1" right.)

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(Sample Page)

CHAPTER ONE

THE PROBLEM AND DEFINITION OF TERMS USED

The chapter is the major division of a research paper. Further division of chapters is shown on this page.

The Problem

The first division of the chapter is indicated by a centered heading, capitalized headline style. The spacing is 3 lines before the heading (type on third line) and double space after the heading. If two headings are together with no text between double space as indicated in the chapter and chapter title.

Statement of the Problem

The second level division is side heading capitalized headline style. This should be the second division within the chapter in your table of contents.

Third level if needed

The third level if needed is side heading in text type, capitalized sentence style.

Fourth level if needed is a paragraph side head that starts after the usual paragraph indention of six spaces. Only proper nouns and adjectives are capitalized. The underscoring is unbroken. It is a division of the third level.

Paragraphs not introduced by a paragraph side head are begun two spaces down from the previous paragraph. Paragraph side heads are not required for all paragraphs.

If you have more divisions than these basic four, you may follow the divisions as set out in *Turabian* or *Chicago of Style manual*.

The second page of the main body of the paper is numbered in the upper right hand corner, one inch (six single spaces, write on the sixth line) from the top of the page.

The page number is aligned with the right margin of the typewritten line.

The body of the text on the second page and following should begin two single spaces below the page number (on the eighth line). Most word processing programs will perform automated pagination and spacing when the format is correctly set.

Another explanation of the levels of headings used in formatting the project

Levels of Headings

The major levels of headings used by LPTS are formatted as follows:

CENTERED UPPERCASE HEADING	(chapter heading)
Centered, Headline Style	(first level heading)
Side Heading, Capitalized Headline Style, Bolded	(second level heading)
Side heading in text type, capitalized sentence style	(third level heading)
<u>Underlined, and indented paragraph side head,</u>	(fourth level heading)

(If you have more divisions than these basic four, follow the divisions as set out in *Turabian* or *The Chicago Manual of Style*.)

(Below — an example of chapter using all five levels of headings and the required formatting)

CHAPTER ONE

DEFINING THE PROBLEM

Particular Nuances of the Difficulty Presented in the Problem

Rhetorical Analysis

Language as a barrier to understanding

Deconstructing this barrier.

CAUTION!

The following deviations from the format requirements for Doctor of Ministry Project Reports will delay a candidate's graduation:

1. The completed project report already signed by all academic advisors must reach the office of the Reference Librarian **April 1**. Prior to submitting the final report, the candidate must meet with the Reference Librarian, the meeting should take place on the same day as the candidate's oral examination. Prior to this meeting a copy of the project must be presented to the Reference Librarian i.e., at the same time that copies are sent to the candidate's advisor and second reader for the final oral examination.

PLEASE NOTE: This date overrides all dates mentioned in the attached Format Requirements pamphlet.

2. It is the responsibility of the candidate to have his or her final report signed by all academic advisors **before** the report is submitted to the Library. The Library will return all unsigned reports to the candidate.
3. The first two copies of the project report for the library must be on 20 lb., 100% cotton/rag content, 8½ x 11 inch paper. An acceptable substitute is archival quality, acid free, 20 lb. bond thesis paper.
4. The margins on all pages must be at least 1 inch on the top, bottom, and right margin, and 1½ inches on the left margin to allow for the binding process.
5. The print must be letter quality on both copies of the report.

Other factors described in this pamphlet may cause delay in graduation, but these are the most common causes. **EXCEPTIONS TO THESE CONDITIONS WILL NOT BE MADE.**