

Doctor of Ministry Program Formatting Guidelines

Style Guidelines (General):

1. **Submission:** Professional papers submitted must conform to the latest edition of Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations Chicago Style for Students and Researchers* (The University of Chicago Press - Chicago and London). Papers not properly formatted according to the Turabian standards will be returned for correction.

It is the responsibility of the student to adhere to these standards and to find the proper resources for accomplishing the formatting of papers. Given the many resources available for editing or proofreading and the software for formatting, the Office of Doctoral Studies or the Theological Library does not provide services for formatting, editing, and proofreading the professional paper.

A link to the Turabian quick guide:

http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html

2. Do not use DMIN projects in the library as style guides.
3. Before writing even one word of your rough draft, read the style manual thoroughly and follow it scrupulously as you write your rough draft.
 - a. Note especially the chapters on "Preparing the List of Works Cited" and "Documenting Sources."
 - b. Before writing one word of your rough draft, set up your document with the correct margins, tab stops (for indentations of paragraphs, block quotations, and footnotes), and pagination. From the beginning use the proper headings, subheadings, footnotes, and bibliography entries. You will save your faculty mentor an enormous amount of unnecessary labor, and also save yourself an enormous amount of cleanup time at the end.

Structure of the Professional Project:

The professional paper shall include the following items: title page, table of contents, the text, appropriate footnotes, and a bibliography of works cited or consulted (either simple or annotated.)

Optional items include: a preface; appropriate tables, chart and figures, and appendices

Style Guidelines (Specifics)

1. Type sizes and faces:

- a. Acceptable: New Times Roman or the equivalent, 12 point fonts
- b. Unacceptable -
 - Type faces smaller than 12 point.
 - Scalable fonts that are compressed so as to squeeze in as many letters as possible on a line.

2. Page and text format:

a. Margins:

- i. Left: 1.5 inches
- ii. Right: 1 inch
- iii. Top: 1 inch
- iv. Bottom: 1 inch below last footnote line

b. Pagination is inside the above margins.

- i. For the text: In the upper right corner, except for the first page of a chapter (bottom center).
- ii. Front matter (everything before the first page of your text):
Bottom center in small Roman numerals.

c. Footnotes must follow the proper formats and be placed at the bottom of the page, not at the end of the chapter or of the dissertation.

d. In other format matters—e.g., table of contents, bibliography, chapter headings, subheadings—follow the guidelines in *The Chicago Manual of Style*.

e. Line Spacing: All text: either double-space (preferred) or space-and-a-half. Block quotations, footnotes, and bibliography items: single space. f. Tense: The professional Paper is to be written consistently in the present or simple past tense. The first person may be used throughout the project paper, rather than the formal third person, although the latter is allowable.

3. Typing Conventions:

a. Spacing after periods:

- i. After initials use one space: **T. D.**, not T.D.
- ii. In abbreviations, no spaces are used: **U.S.A.**; **Ph.D.**
- iii. After periods at the end of a sentence (and all end-of-sentence punctuation marks) use **one** space:

Last word. Next sentence

Not, last word. Next sentence

b. Periods and commas always go inside the quotation marks in American style, no exceptions.

End of quotation.” Not, end of quotation”.

- c. Dashes are made with two hyphens and no spaces (use the em dash [—], **not** the endash [–] or hyphen [-])
 - d. After the colon
 - i. In text: two spaces
As follows: xxxx xxxx xxxx
 - ii. In bibliographies and footnotes use one space:
Book title: subtitle
City: publisher
4. Quotations:
- a. Shorter than 50 words:
 - b. Integrate with your sentence and set off by double quotation marks (“”).
 - c. If you are using citations in the text instead of using footnotes, put the citation inside the period of the sentence but after the end of the quotation:
Last word of the quotation” (Wrenn 165).
Not, last word of the quotation.” (Wrenn 165)
 - d. Longer than 50 words:
 - i. Put in block form i.e., indented on the left only and single spaced.
 - ii. The block form is the equivalent of quotation marks, so do not use quotation marks with the block form unless the original text has them.
5. **Ellipsis:** This is one of the most frequent problems. The purpose of the ellipsis is to show that an omission has been made in the quotation. The form of the ellipsis indicates the type of omission. The number and spacing of the periods has meaning. When the omission is obvious, an ellipsis is not necessary. Note the following examples and what they mean.
- a. **text...text**
Something is left out of the middle of the sentence.
 - b. **text.... Text**
Three ellipsis points plus a period. The end of a sentence is left out and a new sentence starts. Use one space after the period.
 - c. **text... [T]ext**
One sentence ends, an omission is made, and a new sentence begins, but not at the Beginning. The first word of a sentence must be capitalized, but since that word is not capitalized in the original, the capital is put in square brackets.

Submitting the Final Copy of the Professional Paper after the Final Consultation:

1. Implement all the revisions of, and corrections to, your project paper required by your major advisor committee, and have them approved by your advisor the committee.
2. The approved final copy of the project paper is submitted in electronic form only. No hard copy is required or accepted. Submit your dissertation following the detailed guidelines provided [HERE](#).

Title Page Format:

1. Double-space between all lines.
2. Margins: 1 inch on all sides.
3. For titles that take more than one line, use the inverted pyramid style and center each line.

Abstract Format:

1. Double-space the text of your abstract.
2. Margins: 1 inch on all sides.
3. For titles that take more than one line, use the inverted pyramid style and center each line.

Doctor of Ministry Program Publication Procedures

To submit your DMIN Professional Project for publication

First, submit an [ETD Release form](#)

Please review these instructions:

[How to submit your thesis/dissertation to ProQuest](#)

and then continue to [ProQuest's ETD Administrator](#)

The publication of the thesis makes them available to clergy, church judicatories and other interested persons across the country. It also enables them to become part of the expanding literature on the practice of ministry and accessible to the church.

Fees

- o Please refer to [How to submit your thesis/dissertation to ProQuest](#) for information on processing fees.

Personal Copies of the Thesis:

The University Library no longer offers hardcover binding of paper copies. ProQuest will print and bind copies of your thesis, if you wish, for a fee. You can also print your thesis yourself and take it to a binder. Local binderies, which offer this service include:

- Lo Gatto Bookbinding in East Rutherford <http://logattobookbinding.com/>
- R.A. Eick Quality Bookbinding in Madison <http://eickbookbinding.com/>
- Turul Bookbinding in Wharton <http://turulbookbinding.wordpress.com>.

You may also reach out to your nearest Staples store.

(Format for Abstract)

ABSTRACT (uppercase)

PROJECT TITLE (uppercase)

Your Name

Ministry Context and Location

The abstract should be typed, double-spaced. The abstract recapitulates the main ideas and indicates the supporting evidence in three or four paragraphs. The abstract should be no more than 350 words. Make sure you include your name, project title, name and location of church. In writing the abstract, please note the following:

- Every word is counted, including words like “a”, “to”, “it”, “the”, etc.
- Hyphenated words are counted as one word.
- One and one-fourth pages usually falls within the 350 work limit.
- The candidate’s name and paper title should appear on the abstract.