Thesis-Project Checklist
Doctor of Ministry – Gordon-Conwell Theological Seminary

This checklist must be completed, signed and submitted with the first Post-Defense, acid-free copy of your thesis-project.

Name (used on cover page): ________________________________________________ ID # _______________

Thesis-Project Title: ________________________________________________________________________________

Email: __________________________________________ Home: __________________ Work: __________________

Cell: ___________________________ Fax: ___________________________ Date Submitted: ____________

For Office Use Only
First Reviewer ___________________________ □ Library Copies
□ E-Copy □ Copyright □ TREN □ RIM

APPROVED STYLE GUIDES – Check Only One

□Turabian – Notes-Bibliography Style □ Turabian – Parenthetical Citations-Reference List Style
□APA
□ Other Mentor-Approved Style – Please describe and include bibliographic information for the style guide:
__________________________________________________________________________________________
__________________________________________________________________________________________

FRONT MATTER – All elements are required unless otherwise specified. All elements are paginated with lower-case Roman numerals except where otherwise specified.

Title Page
□ Matches D.Min. sample as posted in the student portal
□ One font and one point size, consistent with the rest of the thesis
□ All words in all caps
□ Proper line spacing
□ Centered horizontally and vertically on the page
□ Titles will be read as you receive your hood at graduation. Keep this in mind when constructing the length and wording of your title. The Doctor of Ministry Office reserves the right to request changes.
□ No page number displayed on this page (page is still counted in Roman numeral front matter pagination)

Copyright Page
□ Wording: Copyright ©20xx by John F. Doe. All Rights Reserved.
□ Centered, bottom of page, single line
□ Must list the year of actual graduation
□ No page number displayed on this page (page is still counted in Roman numeral front matter pagination)
Dedication Page (optional)

- Brief, such as To Sandra – My Wife, Partner and Friend
- No top level heading is placed onto this page
- Different from Acknowledgements
- No page number displayed on this page (page is still counted in Roman numeral front matter pagination)

Epigraph Page (optional)

- Center the quotation or treat as a block quotation
- Do not enclose in quotation marks
- Include the author’s name and the title of the work
  - Separate with a comma
  - Title of work should be italicized
  - Align flush right and precede by an em dash
- No page number displayed on this page (page is still counted in Roman numeral front matter pagination)

Table of Contents, ToC

- Label the first page CONTENTS
- If the ToC is longer than one page do not repeat the heading
- Text and pagination of headings match respective text and pagination within the thesis-project text
- Every top-level heading (Front Matter, Chapter, Appendix, Back Matter) that occurs after the ToC must be listed (this is the minimum requirement)
- Page numbers must be right justified
- No page preceding the ToC is listed
- Headings beyond second-level subheads are not included in the ToC

List of Figures, Tables, or Illustrations (optional)

- If your thesis-project includes only figures, label the first page of the list FIGURES
- If your thesis-project includes only tables, label the first page of the list TABLES
- If the list is more than one page do not repeat the heading
- If your thesis-project includes both figures and tables, label the first page ILLUSTRATIONS but divide the page into two sections labeled Figures and Tables, left aligned.
- Figure/Table titles and captions should match the wording and capitalization of those in the thesis-project itself
- Page numbers should be justified right
- Although only a single-word heading appears on the page, List of must precede the title in the ToC and a corresponding page listing must be included

Preface (optional)

- Label the first page PREFACE
- If the preface is longer than one page do not repeat the heading
- Text should match formatting of the main text of the thesis-project
- List in the ToC

Acknowledgements (optional)

- Label the first page ACKNOWLEDGEMENTS
- If your acknowledgements are longer than one page do not repeat the heading
- There are two acceptable ways of spelling acknowledgements/acknowledgments – be consistent in your usage
- List in the ToC
List of Abbreviations (optional)
___ Label the first page ABBREVIATIONS
___ If the list is longer than one page do not repeat the heading
___ Although only a single-word heading appears on the page, List of must precede the title in the ToC and a corresponding page listing must be included
___ Arrange items alphabetically by the abbreviation, not by the spelled-out term
___ Abbreviations are flush left
___ Spelled-out terms are set on a consistent indent

Glossary (optional)
___ Label the first page GLOSSARY
___ If the list is longer than one page do not repeat the heading
___ List in the ToC
___ Terms are arranged alphabetically, flush left, followed by a period (colon or em dash also ok – bold or italics ok)
___ Translation or definition follows the term with the first word capitalized and ending in a period (If the definitions consist of only brief words or phrases no terminal period is required)
___ If a definition is more than one line, indent the runovers by a half inch

Abstract
___ Required element of the front matter
___ Must be the final page of the front matter prior to page 1 of the thesis
___ Label the page ABSTRACT
___ Must be no more than one page in length – ideally it should be limited to 100 words
___ Must be double-spaced

TEXT
___ Double spaced
___ Footnotes, Endnotes, Block Quotes, Bibliography, Tables, Appendices and Epigraphs may be single-spaced
___ 10-12 point size throughout; tables, figures, footnotes, endnotes and appendices may be smaller if viewable
___ Standard proportional fonts, such as Calibri, Times New Roman or Arial – avoid Courier fonts
___ Single font used throughout work
___ Aligned left – not justified
___ Black, high quality print
___ No blank pages
___ Consistency of spacing between paragraphs and headings
___ Each Chapter, List and Appendix starts on a new page
___ “Gordon-Conwell” and “thesis-project” are hyphenated

HEADINGS
___ All top-level headings (Front Matter, Chapters [including Introduction and Conclusion if applicable], Appendices and Back Matter) must be in all caps and centered at the top of the page. Bold also ok.
___ Higher-level headings should be more visually prominent than lower-level ones
___ Do not use point size adjustment in the differentiation of your headings
___ Each level of heading should be consistent and different from all other levels
MARGINS
___ Left margin must be 1.5” exactly
___ Right margin 1”
___ Consistent margins throughout thesis-project

FOOTNOTES
___ Consistent spacing
___ A work must be cited in full the first time it is referenced in a chapter, regardless of whether it has been referenced in a previous chapter
___ Include a shortened version of the title of a work when using the shortened reference for a work
___ Use of Ibid. is not allowed
___ Terminal period for all footnotes
___ Appropriate use and placement of punctuation

BLOCK QUOTES
**Each style guide has slightly different requirements when it comes to block quotes. For example, the determining factor in Turabian for whether or not a quote should be formatted as a block quote is the number of lines of the quote as it appears in the paper along with whether or not it is a single sentence. APA’s sole determining factor is word count. Read your chosen style guide carefully to determine the proper usage and formatting of block quotes and be consistent throughout your work.

EPIGRAPHS
___ No epigraph comes in the middle of running text; epigraphs may come on the Epigraph page, at the beginning of a chapter, or beginning of a section
___ Treat as a block quotation
___ On the line below it, give the author and the title, flush right and preceded by an em dash
___ A formal citation is not required – do not footnote an epigraph
___ Leave two blank lines between the source line and the beginning of text

SCRIPTURE CITATIONS
___ Use the SBL Handbook of Style for Scripture citation guidelines and appropriate abbreviations
___ Use the full text of a book title in running text (e.g. “In 1 Corinthians, Paul admonishes…”)
___ You may use the full text of a book title or its standard abbreviation in footnotes or parenthetical citations, but whatever you choose be consistent
___ Scripture abbreviations do not end in a period (e.g. Gen, Isa, 2 Tim, Phlm)

TABLES AND FIGURES
___ Captions and headings for all tables and figures formatted in a consistent manner (numbering, punctuation, placement in relation to the table or figure, etc.)
___ Must fit within the margins of the thesis-project
___ For tables and figures that continue onto the next page, carry over titles and headings to the following pages

PAGINATION
___ No page number is displayed on elements prior to the ToC (although they are counted in pagination)
The ToC is the first page of the thesis-project with a page number on it.

All page numbers must be consistently placed regardless of the orientation of the page.

Page numbers should be the same font and point size throughout and match the chosen font of the thesis-project text.

Front Matter pages from the ToC on should display a lower-case Roman numeral page number (e.g. iii).

Text pages start with 1 for the first chapter (or introduction) page and continue in Arabic numbers, with no marks, such as hyphens or dashes, before or after the number.

Back Matter pagination continues from regular text pagination.

No blank pages allowed.

**BACK MATTER — All elements are required unless otherwise specified**

**Appendices (optional)**

- Listed individually in ToC
- Labeled A, B, C or 1, 2, 3
- Appendix heading and title must match Chapter heading and title style used throughout the thesis-project
- Do not put A or 1 after Appendix if there is only one appendix

**Bibliography/References**

- Consistency of style depending on style guide used
- Listed alphabetically by author’s last name
- Where there is no author list alphabetically by title, ignoring first words A, An and The
- Use the three em dash when listing multiple works by a single author

**Vita**

- Required Elements:
  - Full Name
  - Date and Place of Birth
  - Education/Degree Specifics (including majors/minors/emphases where applicable)
  - Years of D.Min. Work
  - Expected D.Min. Graduation Month and Year (must indicate that graduation is anticipated or expected)
- Optional Elements:
  - Personal Information such as family details, where you live and work, etc.
  - List of Published Works/Articles
  - Any other information you wish for your reader to know about you
- Format (one or the other)
  - Resume Style
  - Biographical Sketch Style (paragraph form)
- Cannot exceed one page
- Must maintain thesis-project margins

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*I have read this checklist thoroughly and used it to edit my thesis-project. To the best of my knowledge and ability, my thesis-project accurately reflects the items listed above.*

Signed _____________________________________________  Date ____________________________