

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

This checklist must be completed, signed, and submitted with 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 _____
 E-Copy Copyright TREN RIM

APPROVED STYLE GUIDES – Check Only One

- ___ Turabian 9th ed. – Notes-Bibliography 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 on this page
- No page number displayed on this page (page is still counted in Roman numeral front matter pagination)

Epigraph Page (optional)

- Center the quotation horizontally or treat as a block quotation
- Place 1/3 of the way down the page
- 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 must 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

Acknowledgments (optional)

- Label the first page ACKNOWLEDGMENTS
- If your acknowledgments are longer than one page do not repeat the heading
- There are two acceptable ways of spelling *acknowledgments/acknowledgements* – 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
- Length is 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 or Times New Roman – 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 (see Turabian A.2.2.4)
- 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
- Do not leave a new heading by itself at the bottom of a page

MARGINS

- ___ All margins 1" (left, right, top, bottom)
- ___ Consistent margins throughout thesis-project including front and back matter, tables, and figures

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
- ___ Restart footnotes with each new chapter
- ___ Include a single line between footnotes when multiple footnotes appear at the bottom of a page
- ___ Footnotes should be indented one half inch and numbered with a full-size number followed by a period. Do not superscript footnote numbers.

BLOCK QUOTES

**Each style guide has slightly different requirements when it comes to block quotes. For example, the determining factor in Turabian for whether a quote should be formatted as a block quote is the number of lines of the quote as it appears in the paper. 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 must be 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
- Appendix heading and title must match Chapter heading and title style used throughout the thesis-project
- Do not put A 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

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 _____