



## **Doctor of Ministry and Doctor of Biblical Studies Final Project Report Manual**

This manual describes the elements, mechanics, and procedures for the D.Min and DBS Final Project Report required by Colorado Theological Seminary. The final deposit of the paper to the Seminary Academic Advisor will not be accepted unless it conforms to the standards outlined below.

The D.Min and DBS student who is entering the Final Project phase of his/her program should read this manual carefully. Two additional documents are also relevant and necessary for preparing for the Final Project:

1. *Colorado Theological Seminary General Guidelines for a Research Paper*
2. *Colorado Theological Seminary Guidelines for D.Min. Ministry Project Proposals*

These may be obtained from instructors or from the Student Area on the CTS website.

### **ELEMENTS OF THE FINAL PROJECT REPORT**

Typically, the Final Project Report consists of three parts:

- I. The preliminaries (*should appear in this order*)
  - title page
  - copyright page
  - abstract
  - curriculum vitae
  - dedication (*optional*)
  - epigraph (*optional*)
  - acknowledgments (*optional*)
  - table of contents
  - list of tables (*optional*)
  - preface (*optional*)
- II. The text
  - the body of your paper which should be approximately 125-140 pages in length (*Introduction—if you have one, and chapters*)
- III. The reference materials (*should appear in this order*)
  - appendix (*or appendices*)
  - endnotes (*if you chose endnotes instead of footnotes—this is strongly discouraged*)
  - bibliography or list of references

## I. The Preliminaries

**Important note:** All preliminary pages are to be numbered consecutively in lower case roman numerals, beginning with “ii” on the first page to follow the copyright page. The title page is considered “i,” but the number is not to appear on that page. The copyright page is the only page that is not counted or numbered. For preliminary pages only, the page numbers are to be centered, without punctuation marks, ¾ inch from the bottom edge of the paper.

### TITLE PAGE (*see attached sample*)

1. The title appears in all capital letters and each line of it is centered.
2. The author’s name is to be in upper and lower case, with no indication of academic or other titles.
3. The project advisor’s name should include the title “Professor.”

### COPYRIGHT PAGE

1. The copyright notice should be centered left to right and slightly above center vertically. It should be single-spaced and follow this form (insert year of final deposit):

Copyright by  
YOUR NAME IN CAPITAL LETTERS  
2001  
All Rights Reserved

### ABSTRACT

1. The abstract should be no less than 200 words, no more than 350 words. It is an overview of your topic, argument, and conclusions. Because the contents of the abstract will be entered into a searchable computer database, weave into the abstract key terms that indicate the major components of your project (e.g., congregational studies, chaplaincy, youth education, worship, baby boomers, sacraments, etc.).
2. The abstract should be double-spaced.
3. The title ABSTRACT should appear in all capital letters, 2 inches down from the top edge of the paper, and centered left to right. The text begins on the fourth line below this heading.

### CURRICULUM VITAE

The CV should be 1-2 pages in length, and include:

- your name
- personal information (*optional*)
- secondary and post-secondary educational history
- highlights of your professional experience
- highlights of your community involvement
- publications (*optional*)
- honors (*optional*)

### DEDICATION (*optional*)

1. The dedication is to be brief, centered on the page left to right, slightly above the center vertically, and single-spaced. No heading is necessary.

### EPIGRAPH (*optional*)

1. The epigraph is a quotation from another author that summarizes a central element of your final project, or gets the reader thinking in a direction conducive to appreciating your project. The source of the quotation is neither footnoted nor end noted, but given directly below the quotation and aligned to end

at the right margin. Citation information is limited here to the author's name and the title of the work. There is no heading for this page, and it is single-spaced.

#### ACKNOWLEDGMENTS (*optional*)

1. This page begins with the heading ACKNOWLEDGMENTS, which should appear in all capital letters, 2 inches down from the top edge of the paper, and centered left to right. The text begins on the fourth line below this heading and is double-spaced.
2. May include expression of gratitude to individuals, authors, or organizations for assistance offered or permission granted in the work of the final project.

#### TABLE OF CONTENTS (*see attached sample*)

1. The heading TABLE OF CONTENTS should appear in all capital letters, 2 inches down from the top edge of the paper, and centered left to right. The listing of the contents begins on the fourth line below this heading and at the left margin.
2. If the table of contents continues to subsequent pages, these pages should have *no* heading or continuation notice.
3. All contents in the paper following—*but none preceding*—the table of contents are to be listed in it.
4. Place page numbers opposite the *last* line of each entry in the table of contents, with last digit of the page numbers aligned flush right. Connect entries to page numbers with a line of elipses ( . . . . . ).
5. Include only major divisions (chapter titles) and first-order subheadings (see below, under “SUBDIVISIONS”).

#### LIST OF TABLES (*optional*)

1. The heading LIST OF TABLES should appear in all capital letters, 2 inches down from the top edge of the paper, and centered left to right. The listing of the contents begins on the fourth line below this heading.
2. Captions are to be listed exactly as they appear in the body of the paper.
3. Place page numbers opposite the *last* line of each entry in the table of contents, with last digit of the page numbers aligned flush right. Connect entries to page numbers with a line of elipses ( . . . . . ).

#### PREFACE (*optional*)

1. If you determine that a preface is necessary, keep it *brief*. Limit it to commenting on your interest in the project, or the issue that motivated the project, or on a unique method you may have employed that is central to the overall project.
2. The heading PREFACE should appear in all capital letters, 2 inches down from the top edge of the paper, and centered left to right. The text begins on the fourth line below this heading and should be double-spaced.

## II. The Text

**Important note:** All text pages (the “text” begins with the INTRODUCTION, or, if there is no INTRODUCTION, with CHAPTER ONE) are to be numbered consecutively in arabic numerals, beginning with “1” on the first page to follow the preliminaries. These page numbers are to be placed, without punctuation marks, in the upper right-hand corner 1 inch from the right edge of the paper and  $\frac{3}{4}$  inch from the top edge of the paper.

#### MAJOR DIVISIONS

1. Your Introduction (if your paper includes one), Chapters, and Conclusion are referred to as “major divisions.”

2. Each major division must begin on a new page. Headings for major divisions are to appear in all capital letters, 2 inches down from the top edge of the paper, and centered left to right. The text begins on the fourth line below the last line of this heading and should be double-spaced.
3. The heading for a major division consists of a chapter designation on the first centered line, and the descriptive title on the second centered line (and subsequent line(s) if it is a long title). The heading may be either single- or double-spaced. Example:

## CHAPTER I

### THE RITE OF MARRIAGE IN THE ARMENIAN CHURCH

For the INTRODUCTION and CONCLUSION, do not include a numbered chapter designation. Simply use INTRODUCTION or CONCLUSION as the heading.

#### SUBDIVISIONS

1. The subsections of a major division are referred to as “subdivisions.” There are first-, second-, third-, etc., orders of subdivisions. In outlining your paper you have probably thought the organization through in these terms, which could be diagramed as follows:

- II. The Marriage Rite in a Blended Immigrant Parish (*major division—chapter title*)
  - A. A Short History of St. Gregory’s Parish in Springfield (*first-order subdivision*)
    - 1. The First Wave (*second-order subdivision*)
      - a. A Cohesive Community (*third-order subdivision*)
    - 2. The Second Wave (*second-order subdivision*)
  - B. Points of Stress in Current Practice of the Rite (*first-order subdivision*)
    - 1. Language Barriers (*second-order subdivision*)

2. Within the chapters, you must choose a style that distinguishes *each* level of subdivision and use it *consistently* throughout the paper. Ways to distinguish levels include location of the subdivision title (flush left, indented, centered), italicization, underlining, bolding, all capital letters. So for instance, within the text of the chapter outlined above, the divisions above could appear as follows:

## CHAPTER II

### THE MARRIAGE RITE IN A BLENDED IMMIGRANT PARISH

#### A Short History of St. Gregory’s Parish in Springfield

XXXX XX XXXXXX XXX XXXXXXXXXXXXXXXX XX XXXXXX XXXX XXX XXXXXXXXXXXXXXXXXXXX XX XXXX XX

XXXXX. XXXXXXXX X XXX XXXXXXXX XXXX XX XXXXXXXXXXXXXXXXXXXX XXX X XXXX....

## The First Wave

Xxxx xx xxxxxx xxx xxxxxxxxxxxxxxxx xx xxxxxx xxxx xxx xxxxxxxxxxxxxxxx xx xxxx xx  
xxxxx. xxxxxxxx x xxx xxxxxxxx xxxx xx xxxxxxxxxxxxxxxx xxx x xxxx....

## A Cohesive Community

Xxxx xx xxxxxx xxx xxxxxxxxxxxxxxxx xx xxxxxx xxxx xxx xxxxxxxxxxxxxxxx xx xxxx xx  
xxxxx. xxxxxxxx x xxx xxxxxxxx xxxx xx xxxxxxxxxxxxxxxx xxx x xxxx....

## The Second Wave

Xxxx xx xxxxxx xxx xxxxxxxxxxxxxxxx xx xxxxxx xxxx xxx xxxxxxxxxxxxxxxx xx xxxx xx  
xxxxx. xxxxxxxx x xxx xxxxxxxx xxxx xx xxxxxxxxxxxxxxxx xxx x xxxx....

### Points of Stress in Current Practice of the Rite

## Language Barriers

Xxxx xx xxxxxx xxx xxxxxxxxxxxxxxxx xx xxxxxx xxxx xxx xxxxxxxxxxxxxxxx xx xxxx xx xx  
xxx. xxxxxxxx x xxx xxxxxxxx xxxx xx xxxxxxxxxxxxxxxx xxx x xxxx....

3. *Never* divide one subdivision from another by beginning a new page, unless the preceding subdivision ends very close to the bottom of the the page. At most, insert a triple-space between the last line of one subdivision and the title of the following subdivision.

## III. The Reference Materials

**Important note:** All reference pages (appendix, endnotes if used, and bibliography) are to be numbered consecutively in arabic numerals, *in continuation* with the numbering used in the “text.” If, for example, the final page of your last chapter is “110,” the first reference page which follows will be numbered “111.” These page numbers are to be placed, without punctuation marks, in the upper right-hand corner 1 inch from the right edge of the paper and  $\frac{3}{4}$  inch from the top edge of the paper.

### APPENDIX (or Appendices)

1. It is common for D.Min./DBS final project papers to have at least one APPENDIX. Materials appropriate for appendices include questionnaires, survey results, church bulletins, cover letters, brochures, etc.
2. It is recommended that the first page of each appendix offer a listing of what it includes.
3. Remember to preserve your margins (left=1 ½ inches, right=1 inch, top and bottom=1 inch) in assembling the materials included in the appendix. For the final deposit, *all* of these materials must be

printed or copied onto white paper (20# cotton or rag bond), so that they can be reproduced on microfilm. Photographs, unless they are pre-screened, will not reproduce on film.

#### ENDNOTES (if you have not used footnotes)

1. Footnotes are required for Final Project Reports. The reason for this is that all Final Project Reports are archived on microfilm, and footnotes allow a paper to be read without the necessity of jumping to the end of the film to locate the references. The only exception to this requirement is if your word processing program is not capable of formatting footnotes. This exception must have your advisor's approval.
2. If you do use endnotes, they are to be placed after the APPENDIX, and before the BIBLIOGRAPHY.
3. The heading NOTES should appear in all capital letters, 2 inches down from the top edge of the paper, and centered left to right. The listing of references begins on the fourth line below this heading and at the left margin. See *Colorado Seminary General Guidelines for a Research Paper* for instructions and samples on the formatting of notes. If this document does not include an example of the kind of resource you are citing, refer to either Kate Turabian's *A Manual for Writers*, or *The Chicago Manual of Style*, the standard upon which she relies.
4. A D.Min. / DBS final project paper that does not observe the citation style prescribed by these style guides will be returned to the student for corrections.
5. Individual entries are single-spaced, with double-spacing between the entries.

#### BIBLIOGRAPHY (or LIST OF REFERENCES)

1. The BIBLIOGRAPHY/LIST OF REFERENCES is the *last* thing that should appear in your paper, *without exceptions*.
2. The heading BIBLIOGRAPHY or LIST OF REFERENCES should appear in all capital letters, 2 inches down from the top edge of the paper, and centered left to right. The listing of references begins on the fourth line below this heading and at the left margin. See *Colorado Seminary General Guidelines for a Research Paper* for instructions and samples on the formatting of entries. If this document does not include an example of the kind of resource you are citing, refer to either Kate Turabian's *A Manual for Writers*, or *The Chicago Manual of Style*, the standard upon which she relies.
3. A D.Min. / DBS final project paper that does not observe the citation style prescribed by these style guides will be returned to the student for corrections.
4. Individual entries are single-spaced, with double-spacing between the entries.

### MECHANICS OF THE FINAL PROJECT REPORT

#### MARGINS

Margins should be:	Left: 1 ½ inches	Right: 1 inch
	Top: 1 inch	Bottom: 1 inch

These margins must be observed throughout the paper, including the Preliminary pages, the Text, and the Reference Materials. It is advised that students observe these margins beginning as early as possible, because altering margins can sometimes wreak havoc with pagination and footnotes.

#### THE FINAL DEPOSIT OF THE PROJECT REPORT

1. The "final deposit" of the Report is made to the Seminary Administration Office and to the student's mentor. It may be a file sent by email or it can be printed on 20 pound paper.