

Overview

The DMin project represents the student's original approach to a problem in a particular ministry context. The student's goal is to develop an investigative program—including research, design, implementation, analysis, and evaluation of results—that demonstrates a significant contribution to the practice of ministry. The project is undertaken over the course of the program and culminates in a final report that describes the structure, research, analysis, and results of the project.

- The student works closely with the faculty adviser and faculty advisory team (FACT) as research and writing progresses. This involves review and recommendations for revisions as appropriate.
- An abstract begins the final project report. It should state the thesis of the project, describe the method of study, and state the results of the research. It should not exceed 100 words.
- The final project report should include a title page, an approval page, an abstract, a contents page, acknowledgments, main text of the project/thesis, and a bibliography or reference list. You may include additional items (such as surveys, verbatims, or other data) in appendices at the end.
- The report in its final double-spaced typed form is typically between 100 and 150 pages (not counting appendix items or bibliography).

NOTE: Please see the "Program Output" section of the Doctor of Ministry Program Handbook for details on nature and purpose of the project, structure and content of the project report, sequence of development activities, the process from defense through graduation, and a rubric for evaluating the final report.

Citation Style

Unless otherwise determined by the faculty advisor, DMin students are expected to follow Turabian style for citations, taken from *A Manual for Writers of Research Papers, Theses, and Dissertations*, Ninth ed. (or the *Chicago Manual of Style*, Seventeenth ed.). Consult the following resources for this citation style:

- a. Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 9th ed. Chicago: The University of Chicago Press, 2018. An online guide can be found at <https://www.chicagomanualofstyle.org/turabian/turabian-notes-and-bibliography-citation-quick-guide.html>.
- b. Staff, University of Chicago Press, ed. *The Chicago Manual of Style*. 17th ed. Chicago: The University of Chicago Press, 2017. An online guide can be found at https://www.chicagomanualofstyle.org/tools_citationguide.html.

Writing Support

If you need help during the writing stage, you can arrange for an individual coaching session with a Writing Center consultant. A writing specialist can provide support as you develop your final project/thesis by reviewing your outline or individual chapters, offering suggestions to improve your writing, and making sure your presentation is clear, well-organized, focused, and coherent. Each student is allotted three coaching sessions. Contact writing.center@garrett.edu to schedule a writing consultation.

Elements of Final Project/Thesis

Most final project reports have three sections: 1) front matter; 2) main text; and 3) back matter. The individual elements should appear in this order:

- a. Title page
- b. Dedication (*optional*)
- c. Approval page
- d. Abstract
- e. Contents
- f. Tables (*optional*)
- g. Abbreviations (*optional*)
- h. Acknowledgments
- i. Main text
- j. Appendices (*optional*)
- k. Bibliography

Editing and Proofreading

Each student is expected to have a carefully edited final project/thesis *before* the oral defense. If the final project/thesis has not been carefully edited and proofread, the student will be required to have it professionally edited. Writing Center coaches are *not* able to edit/proofread dissertations, but they can recommend professional editors if needed. Please note that editors will proofread citations/footnotes for spelling and punctuation, but the student is responsible for making sure they are accurate, complete, and formatted according to agreed-upon citation style. In editing, please be sure to check for the following:

- Are all required elements of front matter included and in the correct order?
- Is the presentation clear and consistent?
- Are grammar, spelling, and punctuation correct?
- Are chapter titles and page numbers on the Contents page accurate?
- Are key words/phrases or non-English words/phrases treated consistently?
- Are citations included for *every* quote and paraphrase?
- Are footnotes complete, accurate, and formatted according to proper citation style?
- Is the bibliography complete, accurate, and formatted according to proper citation style?
- Are authors' names in the bibliography in alphabetical order?
- Are heads and subheads formatted correctly and consistently?
- Are all components formatted consistently (regular text, block quotations, footnotes, etc.)?

Please note that any revisions or edits to the dissertation that need to be made after the defense *must* be completed well in advance of the ProQuest posting deadline (see "Submission Deadlines").

Final Review and Format Check

Once you have passed the oral defense and made any revisions to your final project/thesis requested by your advisor/committee members, the Writing Center will perform a final review before you post the document to ProQuest. This review does *not* include editing or proofreading; it is a final check to make sure the formatting and citations meet ProQuest guidelines. Please note that the writing specialist will use the "Format Checklist" included in this guide to identify areas that need attention, including incomplete, inaccurate or improperly formatted citations. The student will be responsible for making the final corrections to any items that do not meet the guidelines. Using the "Format Checklist" in this guide while drafting your final project/thesis will save time when finalizing your document.

Submission Deadlines

The deadlines for submitting your final project report/thesis are as follows:

1. Due date for final project report/thesis to advisor – **April 1, 2024**
2. Due date for final approved document to Writing Center for format check – **April 22, 2024**
3. Due date for posting final approved project report/thesis to ProQuest – **May 3, 2024**

Submitting to ProQuest

The seminary now requires the use of ProQuest to publish all MTS theses, DMin projects, and PhD dissertations. ProQuest makes the work available through online academic search engines, provides electronic copies to our library, and offers optional printing in book form.

Once you have passed the oral defense, made any revisions to your final project report/thesis requested by the advisor/committee members, and had a final review and format check completed by the Writing Center, you are ready to submit your document to ProQuest.

1. Convert the final approved document to a PDF (other document formats are not accepted).
2. Post the PDF to ProQuest using this web portal: <http://www.etdadmin.com/cgi-bin/school?siteId=217>. You are only required to submit the dissertation for Basic Publishing; you can then choose additional copies and options. All fees for the service are collected by ProQuest at time of submission, and this cost is subject to change at ProQuest's discretion.

Research in Ministry (RIM[®]) Submission

Research in Ministry (RIM[®]), an index to Doctor of Ministry and Doctor of Missiology project reports and theses, provides a useful access tool for clergy, students, and others on practical aspects of religious ministry. You must submit an abstract of your project to make it available to RIM[®].

1. The abstract should state your thesis, describe the method of study or research, and state the results of the research or conclusion reached in the study. It should not exceed 100 words.
2. Submit your abstract to RIM[®] at: <https://library.garrett.edu/research/rim>.

Format Checklist

The final project/thesis should be formatted according to the specific guidelines outlined below. For additional help in formatting, please see the sample pages provided at the end of this guide.

I. General formatting

1. Margins

- Left margin should measure one and one-half inches.
- Top, right, and bottom margins should each measure one inch.

2. Font Size and Style

- All text should be 12 pt. Times New Roman or another readable font such as Arial.
- All heads, subheads, captions, etc. should be in 12 pt. Times New Roman or another readable font such as Arial (*no* ornamental or display fonts).

3. Spacing and Indentation

- The text should be double-spaced (except where otherwise indicated).
- Block quotations, footnotes, labels, bibliography entries, and long headings are single-spaced, with a blank line between items.
- Indent each new paragraph one-half inch (using tab function instead of space bar).
- Use a page break, not line spaces, to begin a new page.
- Insert a section break to begin each new chapter.
- Do not add additional line spacing between paragraphs.
- All text should be left aligned to create a ragged right edge (*not* right-justified or expanded).

II. Front matter

4. Title Page

- Format of title page should conform exactly to sample provided in this guide.
- The date on the title page is the date of the degree conferral (for example, May 2023).
- Title page should *not* display a page number but is counted in pagination of the front matter.

5. Abstract

- There is no heading on the page.
- Full title of project report/thesis appears one inch below top margin, left justified.
- Name of student appears two double spaces below title of project report/thesis, left justified.
- Text of the abstract is single-spaced, without indentations, two double spaces below name.
- Page number is in roman numerals (i, ii, iii, etc.), centered $\frac{3}{4}$ of an inch from bottom edge.

6. Contents

- Page heading (Contents) is in 12 pt. type, bold, upper and lower case, centered.
- There are two blank lines between page heading and the first item listed.
- Front-matter pages that appear before Contents are *not* listed.
- Text of Contents is double-spaced (individual entries single-spaced, with a blank line after each).
- Wording, capitalization, and number style of chapter titles should match those in the paper.
- Page numbers in Contents match page numbers throughout the paper.
- Chapter titles appear flush left, and page numbers for chapters are flush right.
- Page number is in roman numerals (i, ii, iii, etc.), centered $\frac{3}{4}$ of an inch from bottom edge.
- Insert a section break after the front matter to start the text pages of the document.

**These guidelines apply also to List of Figures, List of Tables, List of Illustrations, or List of Abbreviations.*

7. Acknowledgments

- Page heading (Acknowledgments) is in 12 pt. type, bold, upper and lower case, centered.
- There are two blank lines between page heading and text.
- Text of the acknowledgments is double-spaced.
- Page number is in roman numerals (i, ii, iii, etc.), centered $\frac{3}{4}$ of an inch from bottom edge.

III. Main text of the project/thesis

8. Text pages

- Chapter titles should be in 12 pt. type, bold, upper and lower case, centered.
- Chapter numbers should use Arabic numbers (on chapter opener *and* on Contents page).
- Chapter number should appear on one line, with chapter title double-spaced under it.
- No colon is used to separate chapter number and chapter title (except on Contents page).
- There are two blank lines between chapter title and text.
- The text should be double-spaced (except where otherwise indicated).
- Number text pages with Arabic numerals, beginning with 1 and running until the end.

9. Subheads

- Distinguish different sections of a chapter with first-level heads; subsections within each of those sections can be designated with second-level heads.
- Be consistent in formatting different levels of heads throughout the dissertation.
- Leave a blank line before and after each first- or second-level head.

10. Tables, Figures, and Labels

- Tables, figures, charts, etc. are numbered consecutively throughout the document.
- Labels for tables/figures should be consistently either left-aligned or centered, in same size and font as rest of text (*no* ornamental or display fonts).
- A period appears between table/figure number and label (Table 1. Data).

11. Quotations

- Short quotations are integrated into the text:
 - enclosed in double opening/closing quotation marks
 - quotes within a longer quote use single quotation marks
- Longer quotations (five or more lines) are set off as block excerpts:
 - block excerpt is introduced with a colon at end of previous line (not a comma)
 - entire block quotation is indented one-half inch
 - block quotations are single-spaced and are *not* right justified
 - standard double-spacing separates the quote from the lines before and after
 - no opening/closing quotation marks are used with block excerpts
 - quotes within block excerpt (internal quotes) use double quotation marks
- Poems, song lyrics, dialogue from plays (of any length) are set off as block excerpts.
- Epigraphs at the start of a chapter are set off as block quotations (in same font as rest of text).
- Author and title of an epigraph appear directly below the quotation, flush right, and are preceded by a long dash (—).

12. Bible Verses

- References to biblical text are cited in parentheses after the text (1 Cor. 1:3), *not* a footnote.
- Books of the Bible are abbreviated according to *Chicago Manual of Style* abbreviations.
- For direct quotations, Bible version is given after chapter and verse. For example: “Grace to you and peace from God our Father and the Lord Jesus Christ” (1 Cor. 1:3; NRSV).
- If all references in a single document are from *one* Bible version, they are cited with a footnote. For example: “All citations of the biblical text are from the Jerusalem Bible (JB).”

13. Bulleted/numbered lists

- Primary-level bullets are all the same size and style.
- Secondary-level bullets are all the same size and style.
- Numbers for numbered lists are in the same type size and style as rest of the text.
- Indentation is consistent for all bulleted and numbered lists.

14. Footnotes

- Footnotes are in 10 pt. type, single-spaced, in same font as the rest of the document.
- Footnotes should have one blank line between each note.
- First line of each footnote is indented ½ inch; all other lines align at left margin.
- Footnotes begin with “1” for each chapter.
- Footnotes should be created using the “References” function in Microsoft Word.
- Footnotes should be complete, including all essential elements:
 - all publication data is included (City, ST: Publisher Name, Date)
 - page numbers are included where appropriate
 - for journal articles and chapters in essay collections, page-number *ranges* are included
- Footnotes should be accurate:
 - author names are spelled correctly
 - titles of works are accurate
 - publication data is accurate
- Footnotes should conform to the agreed-upon citation style:
 - author name is presented first name, last name
 - commas are used to separate all elements in footnote
 - publishing data is in parentheses in this order (City, ST: Publisher Name, Date)
 - the word “pages” or the abbreviation “pp.” does not appear before page numbers
 - after first mention, citation includes author’s last name, short title, and page number
 - Ibid. is acceptable to reference the same source directly above
 - Ibid. always has a period after it
 - abbreviation of state name uses the two-letter postal code
 - URLs are in black ink, underlined (live links can remain in blue)

IV. Back matter

15. Bibliography

- Page heading (Bibliography) is in 12 pt. type, bold, upper and lower case, centered.
- There are two blank lines between page heading and first entry.
- Bibliography entries are alphabetized by the author’s last name.
- Bibliography entries are single-spaced, with one blank line space between each item.
- First line of each entry aligns at left margin; all other lines are indented ½ inch.
- Bibliography entries should be complete, including all essential elements:
 - all publication data is included (City, ST: Publisher Name, Date)
 - page number *ranges* are included for journal articles and chapters in essay collections
- Bibliography entries should be accurate:
 - author names are spelled correctly
 - titles of works are accurate
 - publication data is accurate
- Bibliography entries should conform to the agreed-upon citation style:
 - author name is presented last name, first name
 - additional authors for the same entry are listed first name, last name
 - periods are used to separate all elements in bibliography entry
 - publishing data is in this order – City, ST: Publisher Name, Date (*no parentheses!*)
 - abbreviation of state name uses the two-letter postal code
 - page numbers are not included (except for page-number *ranges* for journal articles and chapters in essay collections)
 - the word “pages” or the abbreviation “pp.” does not appear before page numbers
 - URLs are in black ink, underlined (live links can remain in blue)

**For questions related to Turabian/Chicago style, see [The Chicago Manual of Style Online](#).*

Garrett-Evangelical Theological Seminary

[Center first line of text one inch below top margin. No page number appears on this page.]

TITLE OF PROJECT/THESIS

[Double space if more than one line.]

A Field Research Project/Thesis

Submitted to the Faculty

in Partial Fulfillment of Requirements

for the degree of

Doctor of Ministry

Field of _____

by

Your Full Name

Evanston, Illinois

Date

*[This is included in the electronic file; it does not need to be signed.
No page number appears on this page]*

Full Title of Project Report/Thesis *[Position one inch below top margin, left justified.]*

Name of Student *[Position name two double spaces below the title, left justified.]*

APPROVED BY

Faculty Advisor Name and Title *[Underline.]*

Faculty Reader Name and Title *[Underline.]*

Faculty Reader Name and Title *[Underline.]*

ON (date of defense) *[Underline.]*

Full Title of Project Report/Thesis *[Position one inch below top margin, left justified.]*

Name of Student *[Position name two double spaces below the title, left justified.]*

Write your abstract (100 words maximum) in paragraph form, single-spaced, without indentations, beginning two double spaces below your name. The abstract is a summary of your thesis. The thesis abstract should be clear and precise and should capture the interest of the reader. It is used by the library to catalog the project for research purposes and by potential readers of your project report/thesis to decide if they would like to read it.

The summary of your abstract should contain:

1. A summary of the claim you are making. What main idea does your thesis support?
2. Why this concern is important academically and/or for the church.
3. The primary method and/or theory you used to develop your project.
4. A single sentence explaining the conclusion of your findings.

It is not appropriate to include quotations, dedications, words of appreciation, book titles, or names of specific people in the abstract (unless the person mentioned is an actual subject of your project report/thesis).

Contents

[Center page heading one inch below top margin. Double space all type under that.]

Acknowledgments	#
Introduction	#
Chapter 1: Title	#
Subsection Title	#
Subsection Title	#
Chapter 2: Title	#
Subsection Title	#
Subsection Title	#
Chapter 3: Title	#
Subsection Title	#
Subsection Title	#
Conclusion	#
Appendix A	#
Appendix B	#
Appendix C	#
Bibliography	#

Acknowledgments

[Center page heading one inch below top margin. Double space all type under that.]

An acknowledgments page is optional, but you can use it to thank mentors and colleagues or name the individuals or institutions that supported your research or provided special assistance. You may also be required to acknowledge the owners of any copyrighted material who have given you permission to reproduce their work in your project report/thesis. Acknowledgements should be written in paragraph form to match the main text, starting two spaces under the page heading.

Chapter 1

Title of Chapter

[Center page heading one inch below top margin. Double space all type under that.]

The chapter number should appear on the first line, with the chapter name double-spaced beneath it. It should be in upper-and-lower-case bold, to match all other page heads.

The body text is double-spaced except for block quotations, footnotes, labels, and long headings. Each of these should be single-spaced, with a blank line between items. Here's an example of a block quotation, indented, single-spaced, with no quotation marks:

Present a prose quotation of five or more lines as a block quotation. Introduce the quotation in your own words in the text. If you introduce the quotation with a complete sentence, end the sentence with a colon. If you use an attribution phrase such as *notes*, *claims*, *argues*, or *according to* along with the author's name, end the phrase with a comma. If you weave the quotation into the syntax of your sentence, do not use any punctuation before the quotation if no punctuation would ordinarily appear there.

Chapter Subsections

If there are subsections in a chapter, set off each one with a subhead. Your first-level subhead should be upper-and-lower-case bold, left justified. The second-level head could be upper-and-lower-case italic, left justified.

Citing Your Sources

Remember to cite your sources.² Footnotes should be in 10 pt. type, single-spaced, but there should be one blank line between each note. The first line of each footnote is indented one-half inch, and all subsequent lines are aligned at the left margin.³

Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 9th ed. (Chicago: The University of Chicago Press, 2018), 361.

² Stephen J. Patterson, *The God of Jesus: The Historical Jesus and the Search for Meaning* (Harrisburg, PA: Trinity Press International, 1998), 156.

³ Gerd Ludemann and Martina Janssen, *Suppressed Prayers: Gnostic Spirituality in Early Christianity* (Harrisburg, PA: Trinity Press International, 1998), 73.

Bibliography

[Center page heading one inch below top margin. Leave two blank lines between page heading and first item listed. Single-space each entry, with the first line aligned at the left margin and all other lines indented one-half inch. Leave one blank line between each entry. Alphabetize bibliography entries by author's last name.]

Egger, Wilhelm. *How to Read the New Testament: An Introduction to Linguistic and Historical-Critical Methodology*. Translated by P. Heinegg. Peabody, MA: Hendrickson, 1996.

Ludemann, Gerd, and Martina Janssen. *Suppressed Prayers: Gnostic Spirituality in Early Christianity*. Harrisburg, PA: Trinity Press International, 1998.

Patterson, Stephen J. *The God of Jesus: The Historical Jesus and the Search for Meaning*. Harrisburg, PA: Trinity Press International, 1998.