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Overview

The dissertation represents an original research project you design and carry out specifically for the PhD program, although it can draw on previous research you have done or on the research of others, provided appropriate acknowledgment is made.

- The dissertation is guided and evaluated by the faculty advisors assigned by the director of the PhD program in consultation with the PhD committee and the academic dean.
- An abstract begins the dissertation. It should not exceed 350 words or 2,450 characters. It should articulate the basic thesis of the dissertation.
- The dissertation should include a title page, an abstract, a contents page, acknowledgments, main text, and a bibliography or reference list. You may include other items as necessary (see “Elements of Dissertation” on the next page).
- The length of the dissertation in its final double-spaced typed form is between 150 and 300 pages.

Citation Style

Consult with your advisor to determine which citation style to use for your dissertation. Most dissertations will follow Turabian style, taken from *A Manual for Writers of Research Papers, Theses, and Dissertations* or the *Chicago Manual of Style*. 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.

Students working in specific fields may use other citation styles as recommended by their advisors. For example, students in biblical studies may use *The SBL Handbook of Style*, and those working in pastoral care/pastoral psychology may use the *Publication Manual of the American Psychological Association*. Consult the following resources for these citation styles:

- c. Society of Biblical Literature. *The SBL Handbook of Style: For Biblical Studies and Related Disciplines*. 2nd ed. Atlanta: SBL Press, 2014.
- d. American Psychological Association. *Publication Manual of the American Psychological Association*. 7th ed. Washington, DC: American Psychological Association, 2020.

Your advisor will recommend which guidelines to use based on the standards of the academic society for your discipline or their preference for one of the systems above. All footnotes, endnotes, bibliographies or reference lists should conform to one of the above styles or another recommended by your advisor.

Elements of Dissertation

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

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

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 dissertation 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.

Editing and Proofreading

All students are expected to have a carefully edited dissertation *before* the oral defense. If the dissertation 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").

Applying for Oral Dissertation Defense

To arrange for the oral defense, download the "PhD Dissertation Defense Application," found on myGETS at https://mygets.garrett.edu/ICS/Student_Information/Student_Forms/. The form needs to be signed by your advisor and submitted to the registrar at least four to six weeks prior to the defense.

Final Review and Format Check

Once you have passed the oral defense and made any revisions to your dissertation 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 dissertation will save time when finalizing your document.

Submission Deadlines

The deadlines for submitting your dissertation are as follows:

1. Due date for dissertation to advisor – **March 1, 2024**
2. Due date for final approved dissertation to Writing Center for format check – **April 22, 2024**
3. Due date for posting final approved dissertation 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 dissertation requested by the advisor/committee members, and had a final review and format check completed by the Writing Center, you are ready to submit the dissertation 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.

Format Checklist

The dissertation 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

- Page heading (Abstract) is in 12 pt. type, bold, upper and lower case, centered.
- There are two blank lines between page heading and text.
- Text of the abstract is double-spaced.
- 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 dissertation.

**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 dissertation

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 paper.
- 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 paper.
- 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.]

YOUR DISSERTATION TITLE

[Double space if more than one line.]

A DISSERTATION

Submitted in Partial Fulfillment
of the Requirements

for the degree

DOCTOR OF PHILOSOPHY

Field of _____

By

Your Full Name

Evanston, Illinois

Date

Abstract

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

An abstract is a concise statement (100 to 350 words) at the beginning of the dissertation that provides a summary of the claim you are making, why this concern is important academically, the primary method and/or theory you used to develop it, and a single sentence explaining the conclusion of your findings. The purpose is to give readers a general understanding of your work before reading the entire dissertation. It is also used by the library to catalog the work for research purposes.

The abstract should be in paragraph form, double-spaced, with indented paragraphs. It is not appropriate to include quotations, dedications, words of appreciation, book titles, or names of specific individuals in the abstract (unless the person mentioned is an actual subject of your dissertation).

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 dissertation.

Acknowledgements should be written in paragraph form to match the main text, starting two spaces under the page head.

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 other page headings. 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.