

THESIS AND DOCTORAL DISSERTATION WRITING STANDARDS AND RECOMMENDATIONS

Revised Spring 2010

Western Seminary has adopted the following guidelines for format of theses and dissertations. Two over-arching principles govern your choice among options: (a) your usage must be “consistent and clear” and (b) you may accept the default settings in Microsoft® Word® except as otherwise required. There are only a few rules that *must* be followed. They are indicated below by “(Required).”

Title Page

1. Every thesis and dissertation will have a title page following the format of the attached example. (Required)

Page Format

2. Papers are printed on 8 ½ X 11-inch sheets. The final copy of dissertations and theses, the one submitted to the library, is printed on 25% cotton fiber paper. (Required)
3. Use a one inch margin on top, bottom and right side. Use a one and one half inch for the left margin for the sake of binding. (Required)
4. All text has double line spacing, except block quotations, footnotes, and Works Cited (bibliography) entries. (Required)

Page Numbering

5. Every page, including chapter first pages — except frontal matter preceding the table of contents — has a printed page number. See the chart on the next page for specifics. Page numbers should not be bold, but printed in regular font. (Required)
6. All page numbers appear on the upper right of the sheet, one half inch from the top of the sheet and one inch from the right edge, including chapter first pages. (Required)
7. Page numbers of front matter may appear as lower case, Roman numerals (i, ii, iii, etc.). Beginning with the first page of the first chapter, page numbers must appear as Arabic numerals (1, 2, 3, etc.). Appendixes and Works Cited pages are numbered in continuation of the chapters.

Frontal matter

8. Pagination and order of front matter

Required	PAGE NAME	Included but not numbered	Included and numbered	Included In Table of Contents
X	Title Page	X		
X	Blank Page/Copyright	X		
X	Approval Page	X		
	Dedication	X		
X	Table of Contents		X	
*	Illustrations / Figures		X	X
*	Tables		X	X
	Preface		X	X
	Acknowledgement		X	X
	List of Abbreviations		X	X
	Glossary		X	X
X	Abstract		X	X
*	Only required if illustrations or tables are included in paper			

9. The table of contents may be automatically generated by your word processor, and every entry may have a page number.

Text Format

10. Product normal text, except footnotes, must be typed in 12-point size. (Required)
11. You may choose Times New Roman, Arial, or Courier fonts or their equivalents. (Required)
12. All text is left justified, not full justified. (Required)
13. Words are not split, except hyphenated words that may break at their hyphen.
14. Block quotations are left indented one half inch (hanging indent) and are single-spaced. Any indents in the original are reproduced in the quotation. A block quotation has no quotation marks at beginning or end, unless included in the original source. (Required)
15. Book titles, emphasized words, and foreign words appear in italic type or are underlined; they are not bolded. (Required)
16. Frequently used titles may be abbreviated after their first occurrence written in full with the abbreviation in a parenthesis, *e.g.*, Third World Missions Association (TWMA).

17. Abbreviations that appear as entries in standard dictionaries and are clear in their context are used from their first appearance, *e.g.*, O.T. or OT for Old Testament.
18. The author may refer to himself as “I” or use some other phrase like “we” or “the author.”

Chapters and Sections

19. Chapter headings, including abstract, table of contents, and bibliography, appear two inches below the top edge of the sheet (one inch below the top page margin).
20. Chapter headings begin with “Chapter” with a numeral and have an empty line space before title text that is all capitalized and single-spaced. For example:

Chapter 2

DAILY LIFE IN AN LILLIPUTIAN VILLAGE: AN ETHNOGRAPHY

21. Chapter and section headings lie an inch or more from either margin. If broken into several lines, each line should be shorter than the line before it, and is single-spaced. Use initial capitals for text. Articles and prepositions of fewer than four letters are not capitalized unless they are the first word. For example:

The Intentional Colonization of Lilliputia: A 16th Century Strategy

22. Section headings must show the level of importance clearly and consistently. (Required). In general centered headings show more importance value than side heads (beginning at the left margin), and italic, underlining, or bold show more importance than text type. The suggested plan for levels of subheads is as follows:

**First Level: Centered Heading in Boldface, Italicized, or
Underlined, Capitalized Headline Style**

Second Level: Centered Heading in Text Type, Capitalized Headline Style
(not underlined)

Third Level: Side head in Boldface, Italicized, or Underlined, Capitalized Headline Style

Fourth level: Side head in Text Type, Capitalized Sentence Style

Fifth level: Indented heading at beginning of paragraph in bold-face, italicized, or underlined, capitalized sentence style with a period at the end.

23. If only two or three levels are required, then choose the boldfaced options.
24. Section headings have one extra line space before them, so that they are vertically set off from preceding text. A page should never end with a heading or subheading.

Footnotes

25. Footnotes are used, not parenthetical notes in the text or endnotes. (Required)
26. Footnote numbers are superscripted both in the text and in footnotes. (Required)
27. Footnotes are not indented but appear flush left to the margin. There are no extra line spaces between footnotes.
28. Footnote text appears one or two points smaller than normal text, or whatever is the default setting in Microsoft Word.
29. Works cited follow the natural order of authors' names followed by a comma, a longer or shortened form of the title in italic or underlined, a parenthesis containing city, a longer or shortened publisher name and date, another comma and the reference to the relevant page(s) without "p" or "page". For example:

⁸ Donald K. Smith, *Creating Understanding* (Grand Rapids: Eerdmans, 1992), 123.

Thereafter, only the author's last name, short title if the author has more than one title, and reference are required; For example:

⁹ Smith, 234.

30. Web site references are given in full and enclosed in pointed brackets, and followed by the date the cited material was accessed; for example:
<<http://westernseminary.edu/mrg/dmiss/>> (December 25, 2005).

Scripture References

31. When Scripture references are a part of the sentence of the text, they are written out, *e.g.*, Matthew 18:23. If it is clear in the context to which book or chapter you are referring, you may omit the redundant information.
32. If the reference is not a part of the sentence, put the reference in parentheses and abbreviate the book name, *e.g.*, (Matt. 18:23). Indicate the version you are using the first time you refer to Scripture. Abbreviated book names conform to the standard set by Western Seminary:

Gen.	Genesis	Isa.	Isaiah	Rom.	Romans
Exod.	Exodus	Jer.	Jeremiah	1 Cor.	1 Corinthians
Lev.	Leviticus	Lam.	Lamentations	2 Cor.	2 Corinthians
Num.	Numbers	Ezek.	Ezekiel	Gal.	Galatians
Deut.	Deuteronomy	Dan.	Daniel	Eph.	Ephesians
Josh.	Joshua	Hos.	Hosea	Phil.	Philippians
Judg.	Judges	Joel	Joel	Col.	Colossians
Ruth	Ruth	Amos	Amos	1 Thess.	1 Thessalonians
1 Sam.	1 Samuel	Obad.	Obadiah	2 Thess.	2 Thessalonians
2 Sam.	2 Samuel	Jonah	Jonah	1 Tim.	1 Timothy
1 Kgs.	1 Kings	Mic.	Micah	2 Tim.	2 Timothy
2 Kgs.	2 Kings	Nah.	Nahum	Titus	Titus
1 Chr.	1 Chronicles	Hab.	Habakkuk	Phlm.	Philemon
2 Chr.	2 Chronicles	Zeph.	Zephaniah	Heb.	Hebrews
Ezra	Ezra	Hag.	Haggai	Jas.	James
Neh.	Nehemiah	Zech.	Zechariah	1 Pet.	1 Peter
Esth.	Esther	Mal.	Malachi	2 Pet.	2 Peter
Job	Job	Matt.	Matthew	1 John	1 John
Ps. (Pss.)	Psalms	Mark	Mark	2 John	2 John
Prov.	Proverbs	Luke	Luke	3 John	3 John
Eccl.	Ecclesiastes	John	John	Jude	Jude
Cant.	Song of Solomon (Canticles)	Acts	Acts of the Apostles	Rev.	The Revelation of John

Works Cited Format

33. A bibliography provides an overview of all cited works, as well as other relevant ones that were not cited but may be helpful as reference works. **All** footnote citations must also be incorporated into the bibliography.
34. Bibliographical entries are single-spaced with a double space between them.
35. The first line of entry begins without indentation and successive lines are indented one half inch. Entries are single-spaced. There is an empty line space between the entries.
36. Entries are listed in alphabetical order according to the last name of the author. If there is no author, then use the first word in the title (but not “A”, “An”, or “The”).
37. Titles of books, plays, periodicals, pamphlets, films and television programs are in italic or underlined. This includes abbreviated titles.
38. Quotation marks indicate “titles of shorter works” that appear in larger works, *e.g.* “Magazine Article Titles” in *Magazine*, “Individual Poems” in a book of poetry, “Chapters” in an anthology.
39. The author is followed by a period and a single space, as is the title.
40. When several works appear with the same author(s), only the first has the author’s name; the following works begin with eight underscores (_____), and all titles must be in alphabetical order (ignoring A, An and The).
41. Unless they come after a period, abbreviations appear in lower case letters, with a period, such as “vol.” for “volume.”

42. Titles of unpublished theses, dissertations and other papers are put in italics.

Citation and Footnote Standards

These examples are provided as suggestions for some common types of footnotes and bibliography entries. Helpful web sites include:

<<http://www.ccc.commnet.edu/mla/index.shtml>>

<<http://owl.english.purdue.edu/handouts/research/index.html>>

Another good website with footnote/bibliography entries is

<<http://www.wisc.edu/writing/Handbook/DocChicago.html>>

Print Resource Examples

Lastname, Firstname I. *Title of Full Work*. Place of publication: Publisher, Date.

¹Firstname I. Lastname, *Title of Full Work* (Place of publication: Publisher, Date), pages.

Book with a single author

Loeper, John J. *Going to School in 1876*. New York: Atheneum, 1984.

¹John J. Loeper, *Going to School in 1876* (New York: Atheneum, 1984), 244.

Book with two or more authors

Franklin, Eileen and William Wright. *Sins of the Father*. New York: Crown, 2006.

¹Eileen Franklin and William Wright, *Sins of the Father* (New York: Crown, 2006), 244.

Thesis or Dissertation

Utech, William G. *Assessing Seminary Effectiveness*. D.Min. product, Covenant Theological Seminary, 2006.

¹William G. Utech, *Assessing Seminary Effectiveness* (D.Min. product, Covenant Theological Seminary, 2006), 38.

Separately titled article in a book

Saucy, Robert. "An Open But Cautious View." In *Miraculous Gifts Today*. Grand Rapids: Zondervan, 1996.

¹Robert Saucy, "An Open But Cautious View," in *Miraculous Gifts Today* (Grand Rapids: Zondervan, 1996), 121.

Magazine article, signed (author known)

Lacayo, Richard. "A Question of Character." *Time*, October 21, 2005, 43.

¹Richard Lacayo, "A Question of Character," *Time*, October 21, 2005, 43.

Kent, Homer A. "The New Covenant and the Church." *Grace Theological Journal* 6, no. 2 (Fall 1985), 289-298.

¹Homer A. Kent, "The New Covenant and the Church," *Grace Theological Journal* 6, no. 2 (Fall 1985), 293.

Magazine article, unsigned (author unknown)

"A Voice from the Past." *Newsweek*, October 7, 2001, 59.

¹"A Voice from the Past," *Newsweek*, October 7, 2001, 59.

Newspaper article, signed (section and page number given, if known)

Graham, David. "Tests on Monkeys Provide Hope in Crusade against Alzheimer's." *San Diego Union*, November 1991. A 3.

¹David Graham, "Tests on Monkeys Provide Hope in Crusade against Alzheimer's," *San Diego Union*, November 1991, A 3.

Newspaper article, unsigned (section and page number given, if known)

"Costs are High for All in Sex Harassment Cases." *Daily Californian* 31 October 2003, A6.

¹"Costs are High for All in Sex Harassment Cases," *Daily Californian* 31 October 2003, A6.

Encyclopedia article, signed (known author)

Miner, Robert F. "Boy Scouts." *Encyclopedia Americana: International Edition*, 1986 ed.

¹Robert F. Miner, "Boy Scouts," *Encyclopedia Americana: International Edition*, 1986 ed.

Encyclopedia article, unsigned (unknown author)

"Brooklyn." *Encyclopedia Americana: International Edition*, 1986 ed.

¹"Brooklyn," *Encyclopedia Americana: International Edition*, 1986 ed.

Essay or poem within a collection of pieces (anthology)

Lazard, Naomi. "In Answer to your Query." *The Norton Book of Light Verse*. New York: Norton, 1986. 52-53.

¹Naomi Lazard, "In Answer to your Query," *The Norton Book of Light Verse* (New York: Norton, 1986), 52-53.

Computer Resource Examples

Lastname, Firstname I. *Title of Full Work*. Date. <Full web address> (Access date).

¹Firstname I. Lastname, *Title of Full Work*, Date. <Full web address>, (Access date).

Note: the full web address is not required, especially in cases where the URL is dynamic. It would be good to include it if the site is more stable.

Web Page

Mortimer, Gail. *The William Faulkner Society Home Page*. September 16, 2005.

<http://www.utep.edu/mortimer/faulkner/main_faulkner.htm> (November 19, 2005).

¹Gail Mortimer, *The William Faulkner Society Home Page*, September 16, 2005,

<http://www.utep.edu/mortimer/faulkner/main_faulkner.htm> (November 19, 2005).

Other Non-Print Examples

Kindle

Schaaf, Philip. *History of the Christian Church*. New York: Charles Scribner's Sons, 1910.
Kindle version, Volume VIII, Chapter 2, Kindle location 6345.

¹Philip Schaaf, *History of the Christian Church* (New York: Charles Scribner's Sons, 1910)
Kindle version, Volume VIII, Chapter 2, Kindle location 6345.

Note: The best would be to find the cited material in a print version of the book, perhaps in a library, and give standard references. Where that is not possible or reasonable, give as much identifying information as possible.

Video

Alzheimer's Disease. Video recording. American Institute of Nursing, 1985.

¹*Alzheimer's Disease*, Video recording (American Institute of Nursing, 1985).

Television program

"The McCaughey Septuplets." *Dateline*. New York: NBC. November 19, 2004.

¹"The McCaughey Septuplets," *Dateline*, New York: NBC. November 19, 2004.

Personal or telephone interview

Bush, Barbara. Personal Interview. October 12, 1999.

¹Barbara Bush. Personal Interview, October 12, 1999.

TITLE PAGE EXAMPLE

SHEPHERDING THE LAMB-LESS SHEEP: A PASTOR'S GUIDE
TO MINISTRY WITH INFERTILE COUPLES

A DISSERTATION PROJECT {A THESIS}
SUBMITTED TO THE FACULTY OF
WESTERN SEMINARY
PORTLAND OREGON

IN PARTIAL FULFILLMENT OF
THE REQUIREMENTS FOR THE DEGREE
DEGREE NAME

BY
STUDENT NAME
JANUARY 19, 2010

APPROVAL PAGE EXAMPLE

APPROVAL PAGE

STUDENT'S NAME

Program Name

APPROVAL

Faculty Advisor

Date

Program Director

Date

Academic Dean

Date

ABSTRACT EXAMPLE**ABSTRACT**

Scripture is really pretty clear when it comes to the characteristics of pastors. It reveals that the best shepherds know their sheep (John 10:27). This of course, is no small task. It requires that the shepherd be aware of his sheep's struggles. If a segment of the flock lags behind because of an ailment or disability, it certainly would behoove the shepherd to know what the problem is and to respond.

This dissertation is designed to help shepherds better know their sheep. For far too long, the church has remained silent and/or ignorant on the issue of infertility. As a result, many believers have sadly looked to "Oprah," "Donahue" and "Geraldo" for encouragement and for their theology on this issue.

The handbook before you has been specifically written for pastors and church leaders. It features a biblical perspective on ministering to couples who struggle with infertility.

The book is broken into five parts: The Couple's Plans for Children, The Couple's Problem of Infertility, The Couple's Provocation with Medical Ethics, The Couple's Pain of Infertility and The Couple's Pathway to Live Beyond Infertility.