

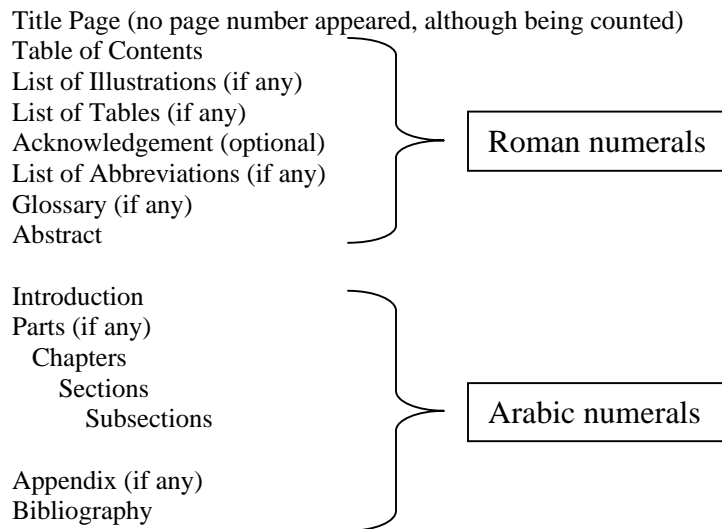
Dissertation Guideline

1. Dissertations are to be printed in laser quality print on any cotton bond paper of high rag content, weight 20 pounds, size 8½” x 11. Such paper may be called Business or Dissertation bond paper.
2. Each dissertation is to be provided with a title page arranged in the form of the model title page distributed by the librarian. *See Appendix 1*
3. If the title of the dissertation is long, a short title, to be used on the spine of the volume in binding, should be typed on a separate sheet of paper. The student’s surname, a dash, the short title, and all spaces between words should not exceed sixty spaces.
4. Order of contents: Each dissertation is to be provided with a Table of Contents, followed by succeeding sections. *See Appendix 2-A*
5. Line-Spacing: All the basic text (including Abstract, Acknowledgement) should be double-spaced. Apply single-space for Footnote, Bibliography, Indent Block Quotation, Appendix.
6. Margin:
 - a. Left margin (1.5 inches); Right margin (1 inch).
 - b. Top and Bottom margins (1.25 inches), except a title page that should be 1.5 inches from the top of the page.
7. Pagination: *See Appendix 2-A*
 - a. Roman numerals for the Table of Contents, Abstract, Acknowledgement.
 - b. Arabic numerals for Body, Appendix, Bibliography.
 - c. Put all page numbers at the bottom of pages.
8. Font: *See Appendix 2-B*
 - a. Set the size 12 (optional – footnote:10-12).
 - b. Headings (Parts, Chapters) are capitalized.
 - c. No style except subheadings.
9. Chapters (or equivalent major sections), bibliography, appendices, etc, should normally begin on new pages, with centered headings, preferably with larger top margins (1.5 inches) than on other pages. Section headings are to be consistently displayed throughout the dissertation.
10. Footnote should be at the bottom of the page. Bibliography must be at the end of the paper. Use the 6th edition of *A Manual for Writers of Term Paper, Theses, and Dissertations* (Turabian) for footnote and bibliographic citations. However, you can choose other style manual consulting with your advisor (eg. SBL). Keep in mind that you must use a selected style consistently.

11. Punctuation should be consistent and may follow any accepted style of the student's choice. Correct division of words at the end of lines is required.
12. Quotations: Short direct prose quotations should be incorporated in the text, and enclosed in double quotation marks. Other quotations (prose quotations of four or more typewritten lines, short prose quotations with are to be displaced for purpose of emphasis or comparison, and quotations of poetry) should be set off from the text, without quotation marks, in single-spacing, and indented from the left margin. Standard procedure as to notation for ellipses, interpolations, etc, is to be followed.
13. Illustrations (charts, graphs, maps, drawings, paintings, photographs, etc) and symbols are to be computer-generated or entered neatly in permanent black ink.
14. Corrections: Careful proofreading and entry of all necessary corrections are required. Interlineations, crossing out of letters or words, and strikeovers are not acceptable.
15. One computer printed copy of the dissertation is to be deposited in the library. The dissertation is to be deposited no later than three weeks before the date of the convocation. A certificate of approval signed by Academic Dean is to accompany the dissertation.
16. The style and form of the dissertation must be approved by the Seminary's librarian prior to the convocation at which the Ph.D degree is to be conferred. The librarian will certify approval to the Director of Studies.
17. For information on specific matters of style, you are recommended to use the most recent editions, *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian and *The Chicago Manual of Style*.

APPENDIX 2

A. Arrangement of Contents w/Pagination (Follow this order)



B. Hierarchy of Sections w/Font Style

PART I. REPLACE WITH YOUR PART TITLE
(IF ANY; TAKE ONE PAGE)

CHAPTER 1.
REPLACE WITH YOUR CHAPTER TITLE

Subheadings First Level (Centered, Bold, and Capitalized First Initials)

Subheadings Second Level (Centered and Capitalized First Initials)

Subheadings Third Level (Sided, Bold, and Capitalized First Initials)

Subheadings fourth level (Sided and Capitalized only first initial)

Subheadings fifth level. Run-in heading at the beginning of paragraph with italicized font and a period at the end.