

# THESIS AND DOCTORAL DISSERTATION WRITING STANDARDS AND RECOMMENDATIONS

Revised October 2016

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 single sided 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 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.). Appendices and Bibliography 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 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, Acknowledgement, Dedication, Abbreviations 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 A 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 16<sup>th</sup> 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, FULLY CAPITALIZED STYLE**

**Second Level: Centered Heading in Text or Boldface 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.

### **Tables and Figures**

25. Tables and figures appear close to their related text. If they are small enough to fit on one page, do not break them, but move the whole to the next page.
26. Every Table should have a number and a title above the table in sentence style, at the left margin:  
     Table 1. Leadership qualities
27. Every Figure should have a number and a title below the figure in sentence style, at the left margin:  
     Figure 1. Qualitative data analysis
28. Titles of Tables and Figures should be included on the Tables and Figures pages after the Table of Contents.

### **Footnotes**

29. Footnotes are used, not parenthetical notes in the text or endnotes. (Required)
30. Footnote numbers are superscripted both in the text and in footnotes. (Required)
31. Footnotes are not indented but appear at the left margin. There are no extra line spaces between footnotes.
32. Footnote text is single spaced and appears one or two points smaller than normal text, or whatever is the default setting in Microsoft Word.
33. Works cited as footnotes 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:

<sup>8</sup> 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:

<sup>9</sup> Smith, 234.

34. It is preferred that you not use *Ibid.* in citing a quotation from the same source as the previous footnote, especially if referring to a footnote on a previous page. Instead, use an abbreviated form of the author's name and page number as in the above example.
35. Web site references are given in full, unless extremely long, and enclosed in pointed brackets, and followed by the date the cited material was accessed; for example:  
<<https://www.westernseminary.edu/academics/degrees-and-programs/doctor-of-intercultural-studies>> (September 8, 2016).  
A shortened or tiny URL may be used for long references, with the accessed date:  
<http://tinyurl.com/hs7g2kh> (September 8, 2016)

### Scripture References

36. 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.
37. 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

### Bibliography Format

38. 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.
39. The bibliography should appear at the end of the document, after any appendices.

40. Bibliographical entries are single-spaced with an empty line space between them.
41. The first line of the entry begins without indentation and successive lines are indented one half inch (hanging indent).
42. 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 initial “A”, “An”, or “The”).
43. Books and articles by a single author are listed alphabetically before any titles the same author may have co-authored. The latter are alphabetized according to the last name of the second author and then by title if the same two wrote several articles.

#### EXAMPLE

Wan, Enoch. “Ethnohermeneutics: Its Necessity and Difficulty for all Christians of All Times.” Paper presented at the 47th National Conference of the Evangelical Theological Society, Philadelphia, PA, November 16-18, 1995.

\_\_\_\_\_. “Rethinking Missiological Research Methodology: Exploring a New Direction.” Paper presented at the Southeastern Regional Meeting of the Evangelical Theological Society, Columbia, SC, March 20-21, 1998.

Wan Enoch and Yun-Jin Kim. “Defending or Defrauding the Faith: a Paradigmatic Comparison of the ‘Theology of Religions’ of Hendrik Kraemer & John Hick.” Paper presented at the 47th National Conference of the Evangelical Theological Society, Philadelphia, PA, November 16-18, 1995.

Wan Enoch and Sadiri Joy Tira. *Missions Practice in the 21st Century*. Pasadena, CA: William Carey International University Press, 2009.

44. Titles of books, plays, periodicals, pamphlets, films and television programs are in *italic* or underlined. This includes abbreviated titles.
45. Do not abbreviate journal titles or series titles in the bibliography.
46. 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.
47. The author is followed by a period and a single space, as is the title.
48. 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).

49. Unless they come after a period, abbreviations appear in lower case letters, with a period, such as “vol.” for “volume.”
50. Titles of unpublished theses, dissertations and other papers are italicized.

### **Citation and Footnote Standards**

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

Library of Congress: <http://www.loc.gov/teachers/usingprimarysources/citing.html>

<http://www.mlahandbook.org> (Requires set up of an account)

<https://owl.english.purdue.edu/owl/resource/747/01/>

<http://citationmachine.net/index2.php> (Helpful info for citing sources)

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

<http://www.workscited4u.com/> (Help with bibliography formatting plus free plagiarism check)

### **Print Resource Examples**

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

<sup>1</sup>Firstname I. Lastname, *Title of Full Work*, Edition (Place of publication: Publisher, Date), pages.

#### **Book with a single author**

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

<sup>1</sup>John 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, 1991.

<sup>1</sup>Eileen Franklin and William Wright, *Sins of the Father* (New York: Crown, 1991), 244.

#### **Thesis or Dissertation**

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

<sup>1</sup>William 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.

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

#### **Newer edition of a book**

Piper, John. *Let the Nations Be Glad*. 3<sup>rd</sup> ed. Grand Rapids: Baker Academic, 2010.

<sup>1</sup> John Piper, *Let the Nations Be Glad*, 3<sup>rd</sup> ed. (Grand Rapids: Baker Academic, 2010), 68.

**Books in series** –Insert series information after title and edition, but before publisher.

Lincoln, Andrew T. *Ephesians*. Word Biblical Commentary 42. Dallas, Tex.: Word Books, 1990.

<sup>1</sup>Andrew T. Lincoln, *Ephesians*, Word Biblical Commentary 42 (Dallas, Tex.: Word Books, 1990), 136.

**Magazine article, signed (author known)**

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

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

If an article includes the volume and/or issue #, put the date of publication in parentheses:

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

<sup>1</sup>Homer 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.

<sup>1</sup>"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.

<sup>1</sup>David 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.

<sup>1</sup>"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.

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

**Encyclopedia article, unsigned (unknown author)**

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

<sup>1</sup>"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.

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



## Computer Resource Examples

Lastname, Firstname I. "Chapter or Article Title." *Title of Full Work*. Date. *Title of Website*, Date. <Full web address> (Access date).

<sup>1</sup>Firstname I. Lastname, "Chapter or Article Title," *Title of Full Work*, Date, *Title of Website*, 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

Davis, David A. *The William Faulkner Society Home Page*. <http://faulknersociety.com> (Accessed March 15, 2003)

<sup>1</sup> David A. Davis, *The William Faulkner Society Home Page*, <<http://faulknersociety.com>> (Accessed March 15, 2003)

Morse, Robert M. and Daniel K. Flavin. "Definition of Addiction." *Journal of the American Medical Association* 68, no. 5 (1992) *Bill Urell's Addiction Recovery Basics*. Ed. Bill Urell. <http://addictionrecoverybasics.com/definition-of-addiction/> (February 15, 2011)

<sup>1</sup>Robert M. Morse and Daniel K. Flavin, "Definition of Addiction," *Journal of the American Medical Association* 68, no. 5 (1992), *Bill Urell's Addiction Recovery Basics*, ed. Bill Urell, [http://addictionrecoverybasics.com/definition-of-addiction /](http://addictionrecoverybasics.com/definition-of-addiction/) (February 15, 2011)

## Other Non-Print Examples

**Kindle** (when the page number is not displayed)

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

<sup>1</sup>Philip 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.

### Video

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

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

### Television program

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

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

### Personal or telephone interview

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

<sup>1</sup>Barbara 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  
DECEMBER 2016

***D.MIN. APPROVAL PAGE EXAMPLE***

**APPROVAL PAGE**

STUDENT'S NAME

Doctor of Ministry

APPROVAL

---

[Name, Title], First Reader

---

Date

---

[Name, Title], Second Reader

---

Date

---

[Name, Title], Program Director

---

Date

---

[Name, Title], Academic Dean

---

Date

*D. Int. St. APPROVAL PAGE EXAMPLE*

**APPROVAL PAGE**

STUDENT'S NAME

Doctor of Intercultural Studies

APPROVAL

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[Name, Title], First Reader

---

Date

---

[Name, Title], Second Reader

---

Date

---

[Name, Title], Program Director

---

Date

---

[Name, Title], Academic Dean

---

Date

*Th.M. APPROVAL PAGE EXAMPLE*

**APPROVAL PAGE**

STUDENT'S NAME

Master of Theology

APPROVAL

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[Name, Title], First Reader

---

Date

---

[Name, Title], Second Reader

---

Date

---

[Name, Title], Program Director

---

Date

---

[Name, Title], 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.