

Sample Thesis/Dissertation Format

INTERNATIONAL GRADUATE SCHOOL OF MINISTRY

AN ANALYSIS OF THE RELATIONSHIP BETWEEN
LEADERSHIP AND CHURCH HEALTH AND EFFECTIVENESS

A DISSERTATION SUBMITTED
IN PARTIAL FULLFILMENT OF THE REQUIREMENTS
FOR THE DEGREE OF
DOCTOR OF MINISTRY

BY
(NAME)

BELLEVUE, WASHINGTON

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CHAPTER 1 (**CHAPTER NUMBER**)

INTRODUCTION (**CHAPTER TITLE**)

In an effort to help you in the preparation of your Thesis or Dissertation, we are providing this document and a template in Word 7 format. The template is based on Kate Turabian's A Manual for Writers of Term Papers, Theses, and Dissertations (Chicago: University of Chicago Press, 1996). It is suggested that you save the template in the following directory—program files/microsoft office/templates. That way when you start a new document one of the options will be the thesis and dissertation template.

We are also providing you with a separate print version that shows typical formats. While these two sources will not answer all of your questions, they should provide the most essential elements. For difficult questions you will need to consult the Turabian Manual. If you have someone type the paper for you, make sure that your typist is familiar with the Turabian format and/or make sure they have a copy of this template, the print version, and a copy of the Turabian manual.

Notice above that after each type of heading I have identified the specific style that is used by putting it in Bold type right after the heading or text. I am using “**Body Text**” for normal paragraphs. Thus, if you are using Microsoft Word, you can approach it one of two ways: (1) You can take an existing document, click on “Edit/Select All” and then click on “Format/Style Gallery” and double click on “Thesis Dissertation Template.”

Then put your cursor on any line and then click on “format/style,” find the appropriate style and click on it and then click on “apply.” (2) Start a new document by clicking on “File New” and selecting the “Thesis Dissertation Template” option. Then as you work click on “format/style,” find the appropriate style and click on it and then click on “apply.”

Headings for major sections of the paper (such as INTRODUCTION, CHAPTER 1, BIBLIOGRAPHY) usually begin two inches from the top of the paper, usually centered and typed in full capitals. Arabic numerals are recommended for chapter numbers, but roman numerals or spelled-out numbers may also be used as long as the choice is followed consistently. The chapter title, in the same style as the chapter number, follows after a blank line. Long chapter titles may need to be set in two or more lines, single-spaced, all centered.

This is an example of a sample paragraph. You can see that the first line is indented by .3” and the margins are 1.5” on left and 1” on the right, as they are for all pages in your thesis or dissertation. Notice above that there are three spaces from the Chapter Title to the first paragraph. Notice also that the page number on the first page of each chapter is in the bottom middle and you begin the first Chapter with a Page “1.” In Word documents you have to go to “View/Header and Footer” then click on “Format Page Number” icon. Then change page number to “1”. On subsequent pages the page number is top middle. In Word documents you must create different sections if you want different kinds of headers or footers. So for the introductory pages where you want the page numbers to be lower case roman numerals, that needs to be one section and then beginning with Chapter 1, it needs to be a new section so you can begin your arabic

numerals. Once you are in your chapter then you should click on “view/header and footer,” then click on the “page format icon” and then mark the choice “different first page.” Then view the header for the first page of the chapter and delete the page number. Do the same if necessary for the number in the footer at the bottom of the second page in the chapter.

Example of First Level Chapter Subheading (Chapter— First level subheading)

All subheads begin on the third line below the preceding text. Leave a blank line between the subhead and the text following. A page must never end with a subhead. A centered subhead of more than forth-eight characters should be divided into two or more single-spaced lines, arranged in an inverted pyramid. A sidehead of more than half a line should be divided more or less evenly into two or more single-spaced lines, with runovers beginning at the margin. The principle, or first-level, subdivision should have greater attention value than the lower levels. Centered headings have more attention value than sideheads (beginning at the left margin), and italic, underlining, or bold face type has more than text type.

Notice that on the second and subsequent pages of your text that the new paragraph or the continuation of the previous paragraph must begin two spaces below the page number. I’ve accomplished that by making the header have a second line with nothing on it. The same thing is true for the distance from the footer to your text or footnote. I did the same thing by placing an extra line in the footer before the page number.

Example of Second Level Chapter Subheading (**Chapter—
Second level subheading**)

You are allowed to use either footnotes or endnotes. An example of a single footnote is shown below.¹ Examples of different types of footnotes will be shown later. If you use endnotes, they are normally numbered consecutively starting with “1” in each chapter. Superscript arabic numerals are used as indicators in text, but full-sized on-line arabic numerals, followed by periods, precede the endnotes themselves. All endnotes are grouped in the back matter under the generic heading NOTES, with subheads giving the chapter numbers.ⁱ

*Quotations and Block Quotes (Chapter—
Third level subheading)*

The following is an example of a quotation used in the middle of your text. “Periods and commas should be placed inside quotation marks; semicolons and colons go outside. Questions marks and exclamation points should be placed outside quotation marks unless the question or exclamation is part of the quotation.”²

Direct quotations require double quotation marks at beginning and end. If the quoted passage itself contains a quotation that is set off with double quotation marks, they must be changed to single quotation marks. If a quotation runs more than 5 lines it should be in a “**block text**” format.

Any omission of words, phrases, or paragraphs in quoted matter is shown by ellipsis points, which are period dots, not asterisks (stars). There should be a space before each dot, unless the first dot is the period of an abbreviation or sentence, and a

¹Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (Chicago: University of Chicago Press, 1996), 115 (**Footnote Text**).

² Turabian, 79.

space after the last if a word follows. . . . An omission within a sentence is shown by three spaced dots. . . . An omission following a sentence is indicated by four dots. The first, placed immediately after the last word, is the period. If in the original source the sentence preceding the ellipsis ends with a question mark or an exclamation point, that mark rather than the period is used. (Turabian 1996, 80-81)

When material in a block quotation begins with a paragraph in the original, it is given a paragraph indention of four spaces and the first word is capitalized. Note that the source directly follows the terminal punctuation of the quotation. Block quotes should never exceed one full page of text. If you have more material than one page that you would like to quote, it is recommended that you break it into parts and make some original observations in between the block quotes or simply quote the most essential parts and reference the others and put them in your Appendixes.

In quoting an outline, set it off as an indented block quotation, retaining the spelling, punctuation, and spacing of the original. Do the same if you are quoting a numbered or bulleted list.

Footnotes and Notes

Footnotes must be placed, or at least must begin, on the page where they are referred to. The text and footnotes are separated by a short rule, or separator. If a footnote runs over to the following page, a continuation separation should be inserted on that page. Each footnote must begin on a new line, indented the same amount as paragraphs in the text. Footnotes are usually single-spaced, with blank lines between notes. Either of two styles may be followed in numbering footnotes. The simpler one is to use numerals on the line, followed by a period. The older style is to use superscript numerals like footnote numbers in the text, without punctuation.

For a book, the first, full reference should include the following information in the order shown.

- Name of author(s)
- Title and (if any) subtitle
- Name of editor, compiler, or translator, if any
- Number or name of edition, if other than the first
- Name of series in which book appears, if any, with volume or number in the series
- Facts of publication, consisting of
 - Place of publication
 - Name of publishing agency
 - Date of publication
- Page number(s) of the specific citation

In footnotes or endnotes, these elements are separated by commas or, in the case of the facts of publication, parentheses. Note that the comma following the book title or the designation of edition is replaced by the opening parenthesis of the publication facts. The comma following the publication facts and preceding the page reference is retained, however. In bibliographies, these elements are separated by periods.

When references to the same work follow one another with no intervening reference, even though they are separated by several pages, “Ibid.” may be used instead of repeating the information from the first reference. If the page of the reference is different, then the format should be, “Ibid., 176.”

Reference to a work that has already been cited in full form but not in a note immediately preceding uses the author’s family name and a specific page reference and includes the title of the book, chapter, or article only when two or more works by the same author are cited.

Notes have four main uses: (a) to cite the authority for statement in text—specific facts or opinions, (b) to make cross-references; (c) to make incidental comments on, to

amplify, or to qualify textual discussion—in short, to provide a place for material the writer deems worthwhile to include but that might interrupt the flow of thought if introduced into the text; and (d) to make acknowledgments. Similar to footnotes they may be included as footnotes or as endnotes.

