

**GUIDE TO STYLE FOR THE  
DOCTOR OF EDUCATIONAL MINISTRY PROJECT REPORT  
2011  
Columbia Theological Seminary**

This Guide to Style is based on Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7<sup>th</sup> ed. (Chicago: The University of Chicago Press, 2007). In the body of this document, subsequent references to Turabian are to the 7<sup>th</sup> edition. We strongly recommended that you purchase and use this edition of Turabian's *Manual* as a final authority in preparing your Doctor of Educational Ministry Project Report.

We want to make the preparation of your D.Ed.Min. Project Report as painless as possible. Follow these instructions **carefully**, and you will simplify the process for yourself, your typist, your form reader, and your first and second readers.

The standards, style, and format of all D.Ed.Min. Project Reports should follow the standards outlined in this guide. Refer (and have your typist refer) to these standards for all matters of format and style. You may obtain an additional Guide to Style from the Advanced Professional Studies Office. We strongly urge all degree candidates preparing a D.Ed.Min. Project Report to study the following; familiarity with documentation and bibliographic format will greatly ease your task.

**IF YOU PLAN TO USE CITATION SOFTWARE, PLEASE READ THIS IMPORTANT INFORMATION:**

Software companies offer a variety of programs that format bibliographical information according to a specific citation style...Such a program may save time, but it is not a substitute for knowing the underlying principles of the style. Moreover, citation and bibliographic management software varies widely in quality and might not reflect the small changes in citation styles that occur over time (for example, the addition of different electronic sources). If you use such software, you should always review the resulting citations for accuracy and completeness. (Turabian, 140)

**I. FORMAT FOR FINAL COPY OF PROJECT REPORT**

Include the following pages in this order:

	<b>PRELIMINARY PAGES (FRONT MATTER)</b>
First page	- blank page (counted but not numbered)
*Second page	- title page (counted but not numbered)
*Third page	- copying agreement (numbered lowercase roman numeral iii)
Fourth page	- dedication and acknowledgements (optional)
*Fifth page	- abstract (see below)
Sixth and following pages	<b>TEXT</b> (the body of the paper)
	<b>REFERENCE PAGES (BACK MATTER)</b>
	- Appendix(es)
	- Bibliography

**\*See attached sample pages (the last four pages of this document) for correct form and spacing for the title, copying agreement, and abstract pages.**

### A Note about the Abstract

Include in the heading of the abstract page the title of the Project Report, your name, date, and the **number of pages**\*\* (see note below) of the Report. As you write your abstract, remember the following: a) be brief and concise (**100 words maximum**); b) state your thesis clearly and succinctly; c) describe briefly the method of research you have followed; d) state the result of the research or the conclusion reached in the study; e) write in complete sentences, preferably in the third person active voice (“This project proposes ...” or “The research discloses ...”).

\*\*Your page count consists of all pages numbered with arabic numerals, beginning with the first page of the **text** and continuing through the **reference pages** (back matter). **Do not include** the preliminary pages (front matter pages numbered with lowercase roman numerals) in your page count.

Students are to submit an abstract to the **Research in Ministry Index**, a national database of D.Ed.Min. Project Report abstracts. Instructions will be provided and a copy is to be submitted with your final, ready-to-be-bound copies.

## II. FORMAT FOR BODY OF TEXT

**A. MARGINS** – The margins at the top, bottom, and right side of the paper should be 1" from the edge of the paper. The left-hand margin should be 1 1/2" since a larger margin is needed for binding. Consult Turabian A.1.1 (p. 374) for further clarification. The body of the text should be left justified with a “ragged” right edge.

**B. TYPEFACE** – Times New Roman or Times Roman is perhaps the best choice; Courier is also acceptable. **Twelve-point type** (ten characters per inch) is to be used **for text** and **ten-point type** (twelve characters per inch) **for notes**. Consult Turabian A.1.2 (p. 374) for further clarification.

**C. SPACING** – All materials should be double-spaced, except for block quotations, notes, and references, which are single-spaced. Quoted matter of up to four typed lines may be run into the text; ALL direct quotations of over four lines, or quotations needing to be highlighted, should be set off from the text, indented four spaces, without quotation marks and single-spaced (that is, block quoted). Consult Turabian A.1.3 (p. 375) for further clarification.

**D. PAGINATION** – The maximum length for the Project Report is **35 pages**. Number the preliminary pages (**front matter**) with lower-case roman numerals, **centered at the bottom of the page** approximately one inch above the bottom edge. Numbering begins with the copying agreement page, which is numbered "iii" (the title page counts as page ii). Number the **text** (introduction through conclusion) with arabic numerals **flush right in the header** on the **top** edge of the paper. Number the **back matter** (bibliography, appendix, etc.) continuous with the text, using arabic numerals flush right in the header. Consult Turabian A.1.4 (pp. 375-76) for further clarification.

**E. CAPITALIZATION** – In American usage, the tendency is, wherever possible, not to capitalize. This is called a *down* style. Proper names are capitalized, but “many words derived from or associated with proper names (brussels sprouts, board of trustees), as well as the names of significant offices (presidency, papacy) may be lowercased with no loss of clarity or respect” (*Chicago Manual of Style*, 15<sup>th</sup> ed., p. 311). Consult Turabian chapter 22 (or index) for specific rules. In addition, we suggest:

- a. Pronominal references to God should not be capitalized.
- b. Metaphors for the church should not be capitalized.
- c. The word "Church" should be capitalized only if it means the "one, holy, apostolic Church."
- d. The word "sacrament" should not be capitalized.
- e. The word "Bible" should be capitalized; "biblical" should not be capitalized.

**Follow the down style for capitalization and be consistent in usage.**

**F. ABBREVIATIONS** – Avoid abbreviations such as "i.e." "e.g." in the body of your text. If you must abbreviate, follow the rules in Turabian chapter 24.

Abbreviations for biblical references (including Apocrypha, Pseudepigrapha, Mishnah, and related literature) should follow those established by the *Society of Biblical Literature Handbook of Style*, 2006, Section 8.3. An electronic version may be found at the SBL web site at <http://www.sbl-site.org/assets/pdfs/SBLHS.pdf>.

**G. SECTIONS AND SUBSECTIONS** – Your Project Report may be divided into **sections (not chapters)**, which may then be divided into subsections. Such divisions are given titles, called subheadings or subheads, which are designated respectively first-, second-, and third-level and differentiated from each other by typing style and placement. Turabian states: "Think carefully before using more than two to three levels of subheads. Rather than being helpful, they can become distracting" (p. 397). Consult Turabian Appendix, pp. 397-398, for the proper typing style and placement of your subheads.

**H. PUNCTUATION** – Consult Turabian, particularly chapter 21, pp. 295-307, for punctuation rules. See especially 21.11.2 for a discussion of rules for the use of multiple punctuation marks (for example, quotation marks and a period or comma).

### **III. FORMAT FOR SOURCE CITATION: FOOTNOTES AND BIBLIOGRAPHY**

**Use footnotes and bibliography for source citations. This is called the notes-bibliography citation style (or bibliography style). Chapters 16 and 17 of Turabian provide a ready reference guide to the details of this style. Study chapter 16 for an overview of the basic pattern for citations. Consult chapter 17 for more detailed information on the form of notes and bibliography entries for a wide range of sources. Following is a brief description of the bibliography style:**

In bibliography style, you signal that you have used a source by placing a superscript number at the end of the sentence in which you refer to that source. You then cite the source of that quotation in a correspondingly numbered note that provides information about the source (author, title, and facts of publication) plus relevant page numbers. Notes are printed at the bottom of the page (called *footnotes*) ...

In most cases, you also list sources at the end of the paper in a bibliography. That list normally includes every source you cited in a note and sometimes others you consulted but did not cite. Each bibliography entry includes that same information contained in a full note, but in a slightly different form.

Readers expect you to follow the rules for correct citations exactly. These rules cover not only what data you must include and their order, but also punctuation, capitalization, italicizing, and so on. To get your citations right, you must pay close attention to many minute details that few researchers can easily remember. (Turabian, pp. 141-142)

In summary, you will use notes-bibliography style for your Project Report citations. The notes will be footnotes and will be located at the bottom of the page. The bibliography will appear at the end of the Report. Following is information that addresses specific citation issues that are related to frequently asked questions:

- **Typography of titles:** Titles of larger entities (books, journals) are printed in italics; titles of smaller entities (chapters, articles) are printed in roman type and enclosed in quotation marks. Titles of unpublished works (such as dissertations) are printed in roman type and enclosed in quotation marks, even if they are book length (Turabian, p. 194).
- **Shortened notes:** In most cases, you can give a complete citation the first time you cite a work and a shortened one in subsequent notes. Consult Turabian 16.4 (pp. 154-157) for information on the correct form for shortened notes.
- **Electronic sources:** See Turabian 15.4 and 17.7 for information on the citation of electronic sources.
- **Bible translations:** If your Project Report includes quotations from an English version of the Bible, you need to provide citation information for the version you are using. A footnote something like the following would be appropriate:
  1. All scriptural citations are from the Revised Standard Version of the Bible, Old Testament Section, copyright 1952; New Testament Section, second edition, copyright 1971.

Subsequent biblical references require only the Society of Biblical Literature style designation (example: Gen 2:23).

#### IV. WRITING-STYLE CORRECTIONS

If your first and second readers find faulty style, grammar, or sentence construction in the Project Report, you will be required to consult with a writing-style reader for assistance at your expense. Such problems may not be discovered until you turn in your Report for form reading. Therefore, turn in your Report well in advance of the deadline to accommodate any delays.

The faculty of CTS expects **inclusive language** in all written materials submitted for credit. This includes Project Reports. See section VII of this Guide to Style for the statement on inclusive language by the CTS faculty.

#### V. SUBMISSION FOR FORM READING

After your first and second readers approve the content of your Project Report, and you have made all required revisions, you may move on to the form reading stage. A clean, revised paper copy (what you consider to be final, ready-to-be-bound copy) should then be submitted to the Advanced Professional Studies Office for form and style reading. The Advanced Professional Studies Office will submit the Report to a seminary-approved form reader to be checked for correctness of form and style.

The form reader will check every page for proper format and style according to this Guide to Style. If revisions are necessary, the Project Report will be returned to you with an indication of the changes that need to be made. A second form reading may be required. When the Project Report is in acceptable form, you are then ready to photocopy your document and submit the final copies to be bound (see VI. D. below).

## **VI. CHECKLIST FOR FINAL SUBMISSION IN "READY-TO-BE-BOUND" FORM**

A. Turn in the final copies of your Project Report **before the established deadline**. This deadline is inflexible, and failure to comply, even because of unforeseen delays beyond your control, will delay your degree one full year.

B. Make sure your pages are presented to be bound **in numerical order with no pages missing**. Neither the CTS staff nor the bindery will perform this task for you.

C. **Sign all copies** of the COPYING AGREEMENT.

D. Since all Project Reports are bound and preserved in the library for years to come, we have stringent rules concerning their physical form and condition. Turn in at least **TWO** copies of your Project Report for binding. **ALL** copies must be on plain white **twenty-pound weight or higher paper with a cotton content of 25% or higher**. Do not use erasable bond papers. You may submit one original and copies, or all copies if the copies are of excellent quality. The two copies are for the library (one circulating, one non-circulating). You may submit as many as four copies for your own personal use (see F. below). You are responsible for all duplicating and binding costs.

You may produce your document on any word processor. **Along with the final, printed form of your Project Report, please submit electronic copies of the Report on a CD, diskette or other means of electronic storage**. Save one copy of your Project Report in the format used by your word processor (e.g., Word for Windows Version X), and save one copy as an "ASCII" file or a "Text Only" file. Identify the diskette with your name, title of your Project Report, date, and degree program.

E. Submit your Project Report to the Staff Associate/Binding at the CTS JBC Library. A check payable to Columbia Theological Seminary must accompany the Report when it is presented. The fee for binding is \$25.00 per copy.

There is no choice of colors in the binding of your Report. Bindery colors are determined by the degree conferred: blue for the D.Ed.Min. degree. Depending on volume and production schedules, the bindery will need approximately four to six weeks to process your order.

F. When the bound copies are returned to the CTS JBC Library, they will be checked to make sure each copy is bound correctly. It is your responsibility to pick up all personal copies. The Library will, upon request, mail documents to authors who are out of town and who do not expect to return to campus. Authors must provide the Library with a correct mailing address.

## VII. INCLUSIVE LANGUAGE

Columbia Theological Seminary is committed to the use of inclusive language about human beings and about God. Inclusive language with reference to human beings intentionally seeks to acknowledge the diversity of humankind. Inclusive language with reference to God seeks to express the diverse ways the Bible and our theological tradition speak about God. In both cases, such language should enable everyone, regardless of differences such as gender, age, race, and denominational affiliation, to feel included, addressed, and equally valued before God.

We recognize there are different points of view in the church and in the seminary community concerning inclusive language, especially language used about God, and that the use of inclusive language often requires time, love, patience, instruction, and careful consideration on the part of all concerned.

With these considerations in mind, the policy of Columbia Theological Seminary concerning the use of inclusive language is:

All members of the seminary community are expected to use inclusive language in classroom lectures and discussions, in written work, in seminary publications and official statements, and in seminary worship. While this policy expresses the expectations of the Seminary, the use of inclusive language will not be a factor in the grading of students or in any person's acceptance by the community.

Footnote:

We believe this statement is in accord with the more specific guidelines on inclusive language established by the 197th General Assembly (1985) of the Presbyterian Church (U.S.A.). Copies of those guidelines are available in Campbell Library. . . .

Statement on Inclusive Language by the Faculty of Columbia Theological Seminary, April 7, 1988

## VIII. SAMPLE PAGES

What follows in this Guide to Style are sample pages for correct form and spacing for the **title, copying agreement, and abstract pages**. The goal is for these preliminary pages (front matter) to be uniform for all Projects Reports. However, given that word processors vary, it is acceptable for the spacing to vary up to 1/8 inch from the inch measurements listed on the sample pages. These inch measurements, on the left side of each sample page, indicate where the **bottom edge** of the line of text should be. Do not include the gray-highlighted, boxed headings such as "SAMPLE TITLE PAGE FOR D.ED.MIN. PROJECT REPORT."

**SAMPLE TITLE PAGE FOR D.ED.MIN. PROJECT REPORT**

2¼"↓

A MODEL FOR TEACHING MINISTRY IN RELATIONSHIP  
TO THE ELECTRONIC CHURCH

4"↓

By

4½"↓ (*full name*)

(*list all degrees, each  
on separate line: degree,  
school, and year*)

Laura Anne Williams  
B.S., East Carolina University, 1987  
M.R.E., Union Theological Seminary, 1992

6½"↓

(*first reader's name*)  
(*second reader's name*)  
(*typed*)

Supervised by:  
Dr. Rodger Y. Nishioka, first reader  
Dr. Steven A. Hayner, second reader

8¼"↓

A Doctor of Educational Ministry Project Report  
submitted to the faculty of  
Columbia Theological Seminary  
in partial fulfillment of the requirements of the degree of  
Doctor of Educational Ministry  
2010

**SAMPLE COPYING AGREEMENT PAGE FOR D.ED.MIN. PROJECT REPORT**

2¼"↓

**COPYING AGREEMENT**

In presenting this Project Report in partial fulfillment of the requirements for an advanced degree at Columbia Theological Seminary, I agree that the library shall make it freely available for inspection and circulation in accordance with its regulations governing materials of this type. I further agree that permission for "fair use" copying of this Project Report for scholarly purposes may be granted by the seminary librarian. It is understood that any copying or publication of this Project Report for potential financial gain shall not be allowed without my written permission.

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Author Signature

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Date

2¼”↓

ABSTRACT

A MODEL FOR TEACHING MINISTRY IN RELATIONSHIP  
TO THE ELECTRONIC CHURCH

by

Laura Anne Williams

February 2010

32 pages

The question of bicameral or unicameral systems of governance has been an issue in Presbyterian congregations. This project focuses on a particular congregation and upon the role of the pastor in deciding which organization to use.

The report explores the offices of elder and deacon in church history and considers the pastor's leadership role from the perspective of the "priesthood of all believers." It uses a model of leadership styles developed by Norman Shawchuck to evaluate the particular style used by the pastor in this process, which results in an extensive plan for unicameral organizational structure.