TITLE OF THE THESIS SHOULD BE ALL CAPS AND

ARRANGED ON TWO LINES IF OVER 48 CHARACTERS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A Thesis

Presented to

the Faculty of the Department of ?????????????

Dallas Theological Seminary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In Partial Fulfillment

of the Requirements for the Degree

Master of Theology

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

by

Your Full Name Here

Month Year

**APPROVAL SHEET**

This thesis was written under the direction of the following examining committee.

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Upon approval of the examining committee this thesis was accepted by the faculty of Dallas Theological Seminary in partial fulfillment of the requirements for the degree ????????????.

ABSTRACT

TITLE OF THE THESIS IN ALL CAPS

Your name

Readers: Name of First Reader, Name of Second Reader

Abstracts are required for all theses and dissertations. This page should have the heading “ABSTRACT” and include the full title of the dissertation, the author’s name, and the full names of the readers, with either their first name and middle initial or first initial and middle name. Do not include personal titles such as “Dr.” The abstract should function as a “stand alone” document which includes a statement of the problem, a brief exposition of the main lines of argument, and the conclusion. The abstract must not exceed 350 words.

# TABLE OF CONTENTS

Chapter

 1. TITLE OF CHAPTER 1—typically introduction . . . . . . . . . . . . . . . . . . . . 1

First Heading 1

Second Heading 1

 2. TITLE OF CHAPTER 2 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ?

 3. TITLE OF CHAPTER 3 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ?

 4. TITLE OF CHAPTER 4 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ?

 5. TITLE OF CHAPTER 5 (if there is one) . . . . . . . . . . . . . . . . . . . . . . . . . . ?

BIBLIOGRAPHY . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ?

Chapter 1

Chapter Title

Normal text. Double spaced, 3/4" indent. Chapter style used with appropriate header gives a 2" drop for section first pages. You can use Chapter style with the paper title or with routine paper headings to begin the paper (Introduction, Conclusion etc.). A thesis requires chapter name and number at the beginning of each new chapter. A thesis also requires a 1.5 inch left margin throughout to compensate for binding.

# 1st Level Subheading

1st and 2nd level sub-heading are started on the 3rd line after the preceding text (double space plus one line). Headline style capitalization, no period to end. Normal text begins on 2nd line after the heading. (This is really too short for a block quote!).

## 2nd Level Subheading

Normal text.[[1]](#footnote-2) Normal text. Normal text. Normal text. Normal text. Normal text.

### 3rd Level Subheading

Turabian suggests a run-in paragraph sub-heading with a period. However, MS Word formats according to paragraph breaks, and so the entire paragraph becomes styled as that heading.

#### Fourth level subheading

It is not always necessary to use this many subheadings. When they are necessary, a fourth and fifth level subheading should look like the preceding and following styles.

##### Fifth level subheading. Turabian suggests a run-in paragraph sub-heading with a period. However, if you are using the styles built into this template, remember that MS Word formats according to paragraph breaks, so the entire paragraph becomes styled as that heading. Because of this, the template will bold the entire paragraph. Highlight everything after the 5th level heading and turn off the bolding so that only the heading is bold, as in this example paragraph.

# Specific Examples of Form in Use

When two headings connect with no intervening text, omit the extra line space. By the way, a paragraph should be longer than one sentence. You can do this by selecting the second heading and formatting the paragraph to have 0 spacing before (rather than 12 points).

# If Your Heading is More Than 48

# Characters Long, Split It Into Two Lines

## Block Quotations

Quotations that are five or more lines in length should be set apart from the rest of the text as a block quotation. The format of block quotations should be single space with the entirety of the quotation indented four spaces (0.5") from the left margin. There should be no quotation marks at the beginning or end of the citation. It is best to refrain from using such a large amount of quoted material unless it is necessary to your paper. Many times, an author’s command of the language is such that the quotation is much better than your paraphrase. Quotations less than eight lines may be formatted in this manner if it is desirable for emphasis of the quotation.[[2]](#footnote-3)

## Footnotes

The format of footnotes should consist of the following information in the order given: (1) author’s name, (2) title and subtitle (if any), (3) name of editor, compiler or translator, if any, (4) number or name of edition, if other than the first, (5) name of the series in which the book appears, if any, with volume or number in the series, (6) facts of publication including place of publication, publishing agency, date of publication, and (7) page number(s) of the specific citation.[[3]](#footnote-4)

## Enumerations in Text

Enumerations in the body of your paper should be formatted with parentheses before and after each number as used in the paragraph above. If numbers are used to enumerate the items in a list the periods following those numbers must all be aligned on the page.[[4]](#footnote-5)

## Margins

Margins for research papers should be one inch on all sides. Margins for theses should be one inch on all sides with the exception of the left side. Theses should allow for one and a half inches on the left side for binding purposes.

## Do Not Leave a Heading Widowed at the Bottom of a Page Like This

## Pagination

All pages of a paper must be numbered. However, not all pages must have a number printed on them. Preliminaries are numbered with lower case Roman numerals. Body text is numbered with Arabic numerals. The number for the first page of each chapter (if chapter divisions are used) is to be located at the bottom of the page and is to be centered within the left and right margins. This holds true for the first page of a research paper also. For all subsequent pages, the numbers should be located in the upper right corner of the page. All page numbers should fit within the margins of the paper. Bibliography, Appendix etc. represent a section break. They are numbered at bottom center for their first page. Page numbers are consecutive throughout the work. Footnote numbering begins at 1 with each new chapter.

Chapter 2

Chapter Title

# New Chapter

For a new chapter, make sure you insert a section break following the end of the text for the previous chapter. You simply click the “Insert” menu at the top of your window, then select “Break” from the menu and specify “Next Page” under the type of section breaks. All formatting should be maintained from the previous chapter, including margins, spacing, etc. Footnotes should begin again at number 1 for the new chapter and the first time a work is cited in the new chapter (even if cited previously in another chapter) must be a full reference with all information. See the “DTS Supplement to Turabian” for further information.[[5]](#footnote-6)

Bibliography

Dallas Theological Seminary Thesis Style Committee. “Supplement to Kate L. Turabian, *A Manual for* *Writers of Research Papers, Theses, and Dissertations*, 9th ed.” Dallas, Dallas Theological Seminary, 2015.

Strunk, William, Jr., and E. B. White. *The Elements of Style*, 4th ed. Boston: Allyn and Bacon, 1999.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses and Dissertations*. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, William T. Fitzgerald, and the University of Chicago Press Editorial Staff. 9th ed. Chicago: University of Chicago Press, 2018.

Vyhmeister, Nancy Jean. *Your Guide to Writing Quality Research Papers: For Students of Religion and Theology*. 3rd ed. Grand Rapids: Zondervan Publishing House, 2014.

1. Footnotes should be formatted so there is one line of space *before* each note. [↑](#footnote-ref-2)
2. Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, rev. Wayne C. Booth et al., 9th ed. (Chicago: University of Chicago Press, 2018), 361. [↑](#footnote-ref-3)
3. Turabian, *Manual for Writers*, 154. [↑](#footnote-ref-4)
4. Turabian, *Manual for Writers*, 340. [↑](#footnote-ref-5)
5. Dallas Theological Seminary Thesis Style Committee, “Supplement to Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed.” Dallas: Dallas Theological Seminary, 2018. [↑](#footnote-ref-6)