

THESIS STYLE GUIDE
DUKE UNIVERSITY DIVINITY SCHOOL
DOCTOR OF MINISTRY

The thesis must be formatted consistently throughout the entire manuscript. Any material by the student that was previously published and is approved by the supervisor for inclusion in the thesis must conform to the format described in these guidelines.

Using Materials Copyrighted by Others

As the author of the manuscript, you will be asked to certify that any previously copyrighted material used in your work, beyond “fair use,” is with the written permission of the copyright owner. Please refer to *Copyright Law & Graduate Research: New Media, New Rights and Your Dissertation* by Dr. Kenneth Crews. This booklet can be found at the following site: http://www.proquest.com/products_umi/dissertations/copyright/.

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Quality of Paper

When the final, approved version of your thesis is delivered to the Divinity School registry, the original must be on white, watermarked, acid-free paper of at least 25% cotton content. This paper is available in the Bryan Center bookstore as well as stationery and office supply stores around the country.

Margins

All pages in the thesis must be formatted with at least a 1.5 inch margin on the left, and at least a one inch margin on the top, right side, and bottom. There must be at least a 1” margin beneath a bottom page number. However, it is not necessary to right justify the text. All text in the thesis, including footnotes, page numbers, tables, figures (illustrations), and figure legends, must fall within these margins.

Spacing and Font

All text (including the Abstract) must be double spaced and printed on one side of the page.

Exceptions: When an entry in the Table of Contents, List of Figures and List of Tables is longer than one line, that entry is single-spaced. When a chapter, section, or sub-section heading is longer than one line, that entry is single-spaced. Bibliographic references and long quotes are single spaced but double-spaced between entries. Single or double spacing may be used for tables and legends or captions for figures. Do not use italics or script fonts for the general body of the document.

Page Numbers

All page numbers should be placed bottom center with a 1" margin beneath. The thesis title signature page, the abstract signature page, and the copyright page do not have page numbers, but they are counted. The abstract text page begins numbering with small Roman numeral iv. Begin the first page of the Introduction or Chapter 1 with Arabic number 1. All pages are numbered consecutively from that point.

Footnotes

All footnotes must appear at the bottom of the page. Footnotes should begin renumbering with 1 at the beginning of each new chapter. Footnotes may be continued on the next page, but must begin on the page they are cited. Endnotes will not be allowed.

Format for Citations, Figures, Tables

Your thesis should follow one of the accepted formats provided by *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate L. Turabian (Chicago: The University of Chicago Press). If your thesis includes figures (illustrations) or tables, you must include a List of Figures and a List of Tables to be placed after the Table of Contents. Figures (illustrations) and tables may be placed on separate pages with the figure or table number and caption typed either beneath the illustration or on the preceding (facing) page. (**Note:** when a figure or table legend is on a facing page, the margins are reversed: the right margin becomes 1.5 inches, and the left margin becomes 1 inch). Tables and Figures must fall within the specified margins. Photographs are best microfilmed using a sharp photocopy or they can be scanned. The Divinity School does not require original photographs. Color photographs should be avoided because of their impermanence; they do not reproduce on microfilm.

Figures and Tables with Landscape Orientation

The top of the figure or table should be rotated toward the binding (left) edge. The caption for the Landscape Figure or Table must also be rotated; however, the page number is not. The page number must appear at the bottom as if the figure were portrait presentation.

The Abstract

There is no length restriction on abstracts. In the abstract, you must (1) present the subject of the thesis, (2) discuss the materials and methods used, and (3) state the conclusions reached. Individual chapters should not have abstracts.

Bibliography

A single bibliography will serve the entire manuscript. A bibliography after each chapter will not be accepted.

Order of Pages in a D.Min. Thesis

Title Signature page
Abstract Title Signature Page
Copyright Page
Abstract
Dedication (optional/ not listed in Table of Contents)
Table of Contents
List of Tables
List of Figures (illustrations)
List of Abbreviations
Acknowledgments (optional)
Introduction (if used)
Body of text
Appendices (if any)
References, Bibliography, or Works Cited (any of these titles are correct)
Biography

Students may find it helpful to use the MS Word dissertation template provided by Duke University, though they will need to adjust the Title page information as shown below.

Template available at: http://www.gradschool.duke.edu/policies_and_forms/

Sample: Title Signature Page

[Thesis Title]

by

[full Student Name]

Date: _____

Approved:

[Supervisor Name], Supervisor

[D.Min. Director Name], D.Min. Director

Thesis submitted in partial fulfillment of
the requirements for the degree of Doctor of Ministry
in the Divinity School of Duke University

2014

(Note single spacing above.)

Sample: Abstract Title Signature Page

ABSTRACT

[Thesis Title]

by

[full Student Name]

Date: _____

Approved:

[Supervisor Name], Supervisor

[D.Min. Director Name], D.Min. Director

An abstract of a thesis submitted in partial fulfillment of
the requirements for the degree of Doctor of Ministry
in the Divinity School of Duke University

2014

(Note that copy reads “An abstract of a thesis....”)

Sample: Copyright Page

(required for all Doctoral Thesis)

Copyright by
[Student Name]
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Sample: Instructions for Copyright Permission Letters:

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Sample: Permission Letter to use for Copyrighted Material

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Your name and signature

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Date: _____