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/.


The United States Copyright Office is a valuable resource for any question you may have concerning previously published work: http://www.copyright.gov/.

Book and journal publishers normally hold the copyright for all materials they publish. Even if you are the sole author or one of several authors of material in a published book or journal, you must obtain written permission from the copyright holder if you are including this material in your thesis. You are responsible for securing these permissions, paying any permission fees, and submitting copies of all permissions to the Divinity School registry when you deliver your thesis. Further instructions and a sample of the permission letter are given below in this guide.

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:

________________________________________
[1st Reader Name], 1st Reader

________________________________________
[2nd Reader Name], 2nd Reader

[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:

________________________  
[1st Reader Name], 1st Reader

________________________  
[2nd Reader Name], 2nd Reader

[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... )
Copyright by
[Student Name]
2014
Sample: Instructions for Copyright Permission Letters:

[Note: This form is reprinted from Copyright Law & Graduate Research: New Media, New Rights and Your Dissertation by Dr. Kenneth Crews.]

1. Be sure to include your return address, telephone and fax numbers, and date at the top of the letter.

2. Spare no effort in confirming the exact name and address of the addressee. Call the person to confirm the copyright ownership.

3. State clearly the name of your university and your thesis’s title.

4. Describe precisely the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials. If the proposed use is extensive, such as the general use of an archival or manuscript collection, describe it in broad and sweeping terms. Your objectives are to eliminate any ambiguities and to be sure the permission encompasses the full scope of your needs.

5. The sample signature form at the end of the sample letter is appropriate when an individual grants the permission. When a company, such as a publishing house, is granting permission, use the following signature format:

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

[Type name of company]

By: _________________________________

Title: _______________________________

Date: _______________________________

6. For more information about permissions. Various organizations grant permissions for certain works. For, example, the Copyright Clearance Center offers a “Republication Licensing Service” that may prove helpful: http://www.copyright.com.
Sample: Permission Letter to use for Copyrighted Material

[NOTE: The letter below is reprinted from Copyright Law & Graduate Research: New Media, New Rights and Your Dissertation by Dr. Kenneth Crews.]

[Letterhead stationery or return address]
[Date]
[Name and address of addressee]

Dear 

[Optional beginning sentence: This letter will confirm our recent telephone conversation.] I am completing a doctoral thesis at Duke University entitled “________________________.” I would like your permission to reprint in my thesis excerpts from the following:

[Insert full citation and description of the original work.]

The excerpts to be reproduced are: [insert detailed explanation or attach copy].

The requested permission extends to any future revisions and editions of my thesis, including non-exclusive world rights in all languages, and to the prospective publication of my thesis by UMI. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own [or your company owns] the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelop. Thank you very much.

Sincerely,
Your name and signature

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

[Type name and addressee below signature line]

Date: ______________________________