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1. Introduction

The purpose of this handbook is to provide assistance for Doctor of Ministry students at Liberty University Baptist Theological Seminary who are working on their Thesis Project. This manual includes an introduction to the purposes of the project, some general information related to the project, and a written orientation to the Jerry Falwell Library. In addition, practical suggestions will be included for each of the major components of the project. Appendices include an annotated list of recommended readings, a topic rating chart, several helpful checklists, and samples of various pages included in the final draft.

2. Project Purposes

For many, the Thesis Project represents the final element of their formal academic training. As such, it should make a significant contribution to the individual student, to his or her personal ministry, and to the field of Christian ministry.

In the Thesis Project, the Doctor of Ministry candidate must demonstrate a high level of competence in the practice of ministry by:

1. Showing that the Thesis Project is supported by an appropriate theoretical basis (biblical, ethical, historical, philosophical, psychological, educational, sociological, or theological);
2. Describing and defending the project’s design and implementation;
3. Evaluating the value of the project for ministry critically; and
4. Communicating new understandings of ministry to peers.

3. General Description

The specific research design of the project is dependent upon the nature of the individual project. This design shall be determined through consultation with the project's Mentor and Reader.

The minimum acceptable length is 100 pages. The maximum acceptable length is 200 pages. These standards apply only to the main body of the paper and do not include the appendices or the bibliography. Any exceptions to these guidelines will need the approval of the Director of the Doctor of Ministry program.

Pre-Requisites for DMIN 889 Registration:

• 9 hrs. completed in the D.Min program including DMIN 880
• A current place of ministry to implement the project
• A completed Thesis Project Topic for review by your committee as a first step in 889
4. Schedule for Preparing a Thesis Project

4.1 Selection of a Topic

Options: Case study, Program evaluation, Critical issue in the church, or Development of a new program for use in your ministry (practical in nature).

4.2 Thesis Project Topic

Description: Summarizes the major claim, specific research, and impact of the Project in a maximum length of 150 words. The Thesis Project Topic will be submitted through Blackboard for review by the Mentor and Reader. The Thesis Project Topic should include:

- A brief description of the topic;
- The rationale for choosing the topic;
- Potential value of the topic in personal ministry;
- Research approach

4.3 Secure IRB approval or waiver

The Institutional Review Board (IRB) at Liberty University exists to protect the rights and welfare of participants in research studies being conducted by or with Liberty faculty, staff, and students. One of the ways the IRB protects participants’ rights and welfare is to require students conducting research involving people or information about people to submit an application to the IRB prior to enrolling participants in or collecting data for their research project. The IRB will then review, request revisions of, and approve the application once it meets the standards for approval as set forth by the Office for Human Research Protections (a branch of the U.S. Department of Health & Human Services). There may be cases in which IRB review and approval is not applicable for the research project, but only the IRB may determine this.

It is important to take into consideration the approval timeline for the Institutional Review Board as you construct your Thesis Project Timeline, knowing that anonymous, minimal risk studies are often approved within 4 weeks and more complicated studies are often approved within 4-8 weeks. These approval timelines depend on the quality of the application, the IRB’s current application load, and the length of time it takes the student to submit revisions to the IRB. For more information about the IRB, the application process, and to access the application, please visit www.liberty.edu/irb. Remember your IRB Application must be approved by the IRB prior to conducting your survey, interview, etc. and moving on to writing the rest of your Thesis, and that an Introduction will not be reviewed in place of the IRB Application.

4.4 Submit draft copies of research instruments and IRB application

The IRB homepage on Liberty University’s website includes samples of these
materials with a copy of any cover letters. A Thesis committee must approve all tools before they are used. If these documents are flawed, then the research may be meaningless. Submission of these drafts and an Institutional Review Board (IRB) application should be reviewed by your Mentor, then submitted to the IRB at irb@liberty.edu. You will submit these documents through Blackboard in Module 2.

4.5 Introduction/Chapter 1 (15-20 pages)

Description: A thorough and coherent outline of the entire project. It will accomplish four goals:

- Demonstrate that the candidate has interacted with the topic well enough to have a detailed understanding of it;
- Allow the candidate to determine conclusively whether the topic has the potential to be successful;
- Serves as a type of contract for the project as it will detail exactly what the candidate will accomplish and what he or she will not accomplish; and
- Details all research and addresses and makes a clear statement of the claim of the project.

Included in the Introduction are 6 components:

1. Front Matter with a Title of 15 words or less

2. Statement of the Problem and Limitations

   Answers the question of “what” the project accomplishes. The candidate should define any terminology utilized. Limitations should describe issues related to the topic, but not relevant to the particular Thesis project.

3. Theoretical Basis

   Demonstrates the relationship between the topic and any theoretical field, and the biblical, theological, or historical data that corresponds to it.

4. Statement of Methodology

   Description of the project’s design. The candidate answers “how” the solution will be reached. This should include a summary of the contents of each chapter in the Thesis Project.

---

1 See Appendix C
5. **Review of Literature (min. 5 pages)**

Summary of current literature related to the topic. Includes books, theses, journal, and magazine articles. Generally, the review should be divided by source material type. This review demonstrates that the project is an original contribution to the field of ministry. A minimum of 15-20 books, journals, and/or articles with authors’ names and how their work contributes to the Thesis should be included. 15-20 Scripture verses or passages frame the biblical context. The student will write a well-developed paragraph for each literature and Scripture source that outlines why the source is relevant to the topic.

6. **Bibliography (5-6 pages min.)**

Consult the current edition of Kate L. Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations*. This initial bibliography can expand and be revised for the final Thesis Project.

4.6 Main Body

Chapters 2-4

These body chapters summarize and evaluate the research conducted, and provide a detailed application for ministry.

Conclusion

The final chapter is your Conclusion. You should summarize all the major points made throughout the project and make a conclusive statement regarding the solution to the problem addressed. You may also include a statement regarding opportunities for further development of the project.

Back Matter

*Bibliography*

A listing of all source material quoted, summarized, or footnoted in the Thesis Project. Consult the latest edition of *Turabian* for further instructions.

*Appendices*

This section includes any charts, images, or definitions mentioned in the main body of the paper. The PowerPoint presentation should be listed in an Appendix.

*IRB Approval (1 page)*

An official email/memo or documentation from the IRB.

4.7 Submit Complete Draft of Thesis Project

You will submit a completed draft of your Thesis Project as the last assignment in
DMIN 889. You can request registration for DMIN 890 (oral defense) and your committee will approve or deny your request. It is strongly suggested that you utilize a proofreading service before the final submission of your Thesis Project.

Please review the University’s Plagiarism Policy before submitting your final draft. You will upload your final draft in your DMIN 889 Blackboard course.

4.8 DMIN 890: Oral Defense (1 hour)

The student should request registration for DMIN 890 once the final Thesis Project has been submitted and approved. The defense will occur before the Mentor, Reader, and other Seminary faculty that desire to attend. The candidate should be able to answer the following:

- Why he/she chose the topic;
- What he/she learned in research;
- How the findings impacted him/her personally and in ministry;
- How he/she plans to utilize the information;
- 25-35 PowerPoint slide presentation that overviews the Thesis Project

Upon completion of the defense, the Thesis Project will be approved, returned for modification, or rejected. If the faculty approves the Thesis Project, the Mentor and Reader will submit final comments and a completed rubric to Grade Center. The final grade will be posted to Blackboard after the defense and submission of the project to Digital Commons.

4.9 Submission of Thesis Project to the Jerry Falwell Library

Once you have successfully defended and completed all revisions, you will submit your Thesis Project to Digital Commons. Students should review the appropriate Library webpage to get complete updated policies for submitting their Thesis Project. As a graduation requirement, all graduate theses and dissertations must be electronically submitted to the Library. The Library no longer requires a bound copy.

A. Deposit/Publish Process--Step by Step:
   1) Student writes and successfully defends graduate thesis or dissertation.
   2) After all revisions have been completed, Student goes to this LINK (Note: to login, you must include "sensenet" before your username) and completes the digital ETD deposit form. This digital form is required to complete the submission process.
   3) Student creates a PDF version of the approved thesis/dissertation and opens an account at the Liberty University Dissertation/Thesis Submission Site. A PDF conversion utility is available at the site.
   4) Student follows the step-by-step process on the submission/publishing site and uploads a PDF-formatted version of the thesis or dissertation.
   5) Select “Traditional Publishing,” and not “Open Access.” The Library will make
the work open access through our Digital Commons.

NOTE: Do not use the binding option within the ProQuest/UMI site. Also, it is not necessary to pay the additional fee to register copyright with the Library of Congress. As the author, the student automatically holds the copyright.

6) The Library reviews the PDF submission for legibility and formatting, and verifies that the submission correlates with the deposit form. The student will be notified of any changes that are necessary and/or the successful completion of the submission process via email.

7) The student forwards the email confirming that they have successfully completed the submission process to the Director of the Doctor of Ministry program.

8) The Seminary does not require a bound printed copy of your Thesis. However, if you would like one or more personal copies for your own use, you may submit an electronic PDF-formatted version of the thesis or dissertation to the bindery. The bindery will complete the binding and return the bound copies to the student.

[NOTE: It is important that the student does not submit their Thesis to ProQuest or the bindery until they have received an email confirmation from the Library.]

In accordance with University standards for policy, this document and subordinate policies, standards, and processes are subject to annual review and possible revision. The University reserves the right to revise this policy without prior notification. The student will be notified of the successful submission via email.

B. Contact the Registrar

Contact the Registrar’s Office, in person or by phone, and clear your account with Liberty University. You will receive verbal confirmation and may request written correspondence that your account is clear and complete. You will then be given instructions on your receiving your diploma.
5. Recommended Readings

A current and very helpful volume that gives some very practical helps for finding research material in an academic library. In addition, the book also gives some very practical advice on how to organize and write a major paper.

A key guide for developing qualitative research.

Written specifically for D.Min. Students, but tends to be technical. Very helpful for students contemplating project designs utilizing heavy amounts of behavioral research.


Required style guide for the D.Min. Project.

APPENDIX A

Introduction to the University Library

Liberty University’s Jerry Falwell Library collections are available for use by all Doctor of Ministry students. The Library is centrally located on the main campus.

The Jerry Falwell Library provides a wide range of materials and services, employs a group of well-qualified personnel consisting of professional librarians and trained support staff, and maintains membership in local, state, regional, and national library cooperative ventures. The Library [www.liberty.edu/library](http://www.liberty.edu/library) provides a wide range of materials and services, including over 317,000 physical items (books, journals, audio-visual items, microforms), more than 176,000 e-items (eBooks, musical scores, plays, e-audio-visual recordings), and 400-plus electronic databases. Through these resources, students have print or electronic access to over 67,000 unique periodicals, over 1.2 million dissertations and theses, and thousands of other historical documents.

Access to the electronic materials is available worldwide to Liberty students and faculty via the Internet. Students can also obtain journal articles from libraries across the United States through interlibrary loan services. The library will ship books from our collection upon request although students are responsible for return postage charges. As Liberty University Online (LUO) students, graduate students have direct toll-free telephone and email access to library personnel. LUO library services include assistance with computer research, document delivery, and book delivery.

Although most Doctor of Ministry students are only on campus during intensive weeks, they still have use of the Library collections as long as they remain enrolled in courses. Access is authenticated using your student username and password. The LU Online Librarian is available at (434) 582-2821 for questions. He may also refer you to the Seminary Liaison Librarian.

Since 2006, D.Min. students have been required to post their theses to Liberty’s Digital Commons. You may read other thesis projects online at [http://digitalcommons.liberty.edu/etd/](http://digitalcommons.liberty.edu/etd/).

Students may search the Jerry Falwell Library Catalog [https://lucas.liberty.edu](https://lucas.liberty.edu) for books. In the Jerry Falwell Library, the most frequently used and most recent books are on the shelves. Older materials are stored in a robotic retrieval system. Requesting that a book be retrieved from the robotic storage system just means that it will come to the Customer Service desk in the Jerry Falwell Library. It is does not mean that the title will be shipped to you. In order to request that Liberty-owned books be shipped to your home, you must create an account and request a title through the ILLiad interlibrary loan and document delivery system. Note that many of our titles are available electronically and the full-text may be accessed off campus. Books owned by Liberty may be checked out by Doctor of Ministry students under the current circulation policies in place for graduate online students. See the Library Research Portal for these details. Protect yourself by using a traceable carrier to return materials.
Because of time constraints, the library will not borrow books from other libraries for Doctor of Ministry students who live outside the Lynchburg area. Students can use WorldCat (www.worldcat.org) to find books in libraries near them. Many academic and seminary libraries allow non-students to use materials on their campus, or pay a small fee for a community borrower’s card to allow them to check out materials.

While students are on campus at Liberty, the library offers computers with application software such as Microsoft® Word, copiers, and research assistance librarians to assist with specific research questions. The campus computer lab will also be available for computing needs. If you bring your own laptop to campus during intensive weeks, you may have to download a security program to be allowed full access to campus networks.

We have a number of multi-disciplinary and subject specific journal databases that are available from the library research portal. These include the ATLA Religion Database with ATLASerials, Christian Periodical Index, ProQuest Religion, Old Testament Thesis Project Topics, New Testament Thesis Project Topics, Theological Journal Library, etc.

If a student finds a particular journal article that he or she would like to read, then the student can use Journal Finder to find which, if any, of our electronic databases contain that particular journal. Articles are found in journals, and journals are indexed in databases. Once you find the correct database containing a particular journal, you can “search within this journal” for the particular author or article title.
APPENDIX B

Thesis Project Committee Requirements

1. **Mentor Qualifications and Responsibilities**: The Mentor will work closely with the student to assist him or her in completing an acceptable D.Min Thesis Project. The Mentor reports to the Director of the D.Min. program.

   **DUTIES:**
   - Approve the Introduction
   - Approve all research (i.e. surveys, questionnaires, etc.) and provides signature for IRB application within 7 days of submission
   - Maintain contact with student at least every 2 weeks
   - Uphold all submission dates
   - Respond to Thesis Project Assignments submissions within 5-7 business days
   - Review SafeAssign report of the final Thesis Project submission
   - Approve enrollment for DMIN 890 before scheduling a defense
   - Lead the student’s oral defense
   - Receive Thesis Project submission library documentation before posting final grade
   - Maintain student folder with all correspondence (for records)
   - Post Announcement regarding registration deadlines for upcoming semesters

   **QUALIFICATIONS:**
   - An earned Doctoral degree from an accredited institution
   - Extensive knowledge in the subject area of the thesis project
   - A thorough knowledge of *A Manual for Writers*

2. **Reader Qualifications and Responsibilities**: The Reader will work with the student to assist him or her in completing an acceptable D.Min Thesis Project. The Reader reports to the Director of the D.Min. program.

   **DUTIES:**
   - Review each Thesis Project Assignments submission and provide feedback within 5-7 business days
   - Review each Chapter submitted and provide comments regarding content and Turabian formatting
   - Send any corrections to student 2 weeks after a chapter submission
   - Participate in the student’s oral defense and provide noted revisions
APPENDIX C

Selecting a Topic

TOPIC RATING CHART

<table>
<thead>
<tr>
<th>RATING AREA</th>
<th>POINTS</th>
<th>TOP 1</th>
<th>TOP 2</th>
<th>TOP 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal interest</td>
<td>(15)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional interest</td>
<td>(12)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supporting institution interest</td>
<td>(12)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fulfills institutional requirements</td>
<td>(9)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Researchability</td>
<td>(9)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research sources available</td>
<td>(9)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meets proposed time constraints</td>
<td>(9)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original contribution to ministry</td>
<td>(9)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enhance personal ministry skills</td>
<td>(9)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within personal budget constraints</td>
<td>(7)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FINAL SCORE

______________________________________________
**Topic Checklist**

___ Determine institutional requirements.
   What type of project are they interested in?
   What is the institutional timetable for the project?

___ General survey of D.Min projects.
   Research in Ministry (A.T.L.A.)
   Review of D.Min. theses in the Jerry Falwell Library’s Digital Commons,
   ProQuest, and TREN thesis databases

___ Develop list of potential topics.
   Possible sources include:
   
   - Current emphases in ministry
   - Personal interest
   - Supporting ministry interest
   - Educational institution interest
   - Other dissertations or projects

___ Narrow list to 3 or 4 potential topics.

___ Rate list of potential topics. (Use TOPIC RATING FORM)

___ Choose topic.

___ Conduct literature review.

___ Refine topic.

___ Submit topic through Blackboard for approval
   This should consist of a one-page summary of
   The thesis project and your rationale for choosing it.
APPENDIX D

Introduction Checklist

____ Literature Review
   ____ Search for other D.Min. projects on the same topic.
   ____ Compile a bibliography of materials and sources.
      Religious periodical indexes
      WorldCat and JFL Library holdings – appropriate Library of Congress
      Subject headings
      Books In Print
      Google Scholar
      Other periodical indexes
   ____ Gather a significant amount of research material.
   ____ Study enough material to understand your topic.

____ Develop draft copies of research instruments.
   Easy to answer?
   Convenient to return?
   How large a sample?
   Machine scorable?

____ Write Introduction
   ____ Title page
   ____ Contents page
   ____ Main body of Introduction
      Statement of the problem
      Statement of limitations
      Statement of methodology
      Summary of literature review
      Biblical/theological basis

   ____ Rough draft of research instruments
   ____ Bibliography (4-6 pages)

____ Submit Contents/Introduction (15-20 pages) 14 months prior to graduation

____ Obtain IRB approval prior to collecting data from participants
APPENDIX E

Thesis Project Ordering and Sample Pages

This is a list, in order, of all of the components that need to be included in the final draft. Bold print items are REQUIRED.

Blank Page
Title Page
Copyright Page
Signature Page
Thesis Project Topic
Acknowledgments (Optional)
Contents
List of Tables (Optional)
List of Figures (Optional)
List of Abbreviations
Preface (Optional)
Main Body to include:
   Introduction/Chapter 1
1. Chapter Two
2. Chapter Three
3. Chapter Four
4. Should not exceed Six Chapters

Appendixes
Bibliography
IRB Approval/Waiver Page
Liberty University Baptist Theological Seminary

Doctor of Ministry Thesis Project

A Thesis Project Submitted to
The Faculty of Liberty Baptist Theological Seminary
in Candidacy for the Degree of
Doctor of Ministry

by

John Doe

Lynchburg, Virginia
September 2013
Copyright © 2014 by John Doe
All Rights Reserved
Liberty University Baptist Theological Seminary

Thesis Project Approval Sheet

__________________________________________
Mentor Name &
Title

__________________________________________
Reader Name &
Title
THE DOCTOR OF MINISTRY THESIS PROJECT

John Doe

Liberty Baptist Theological Seminary, 2014

Mentor: Dr. ______

The Thesis Project Topic identifies the major points of the project and addresses the need for the Project in a ministry field (see Step Two). You should identify your topic purpose and goal(s) clearly. Include a summary of your research methods and how the Thesis Project will influence others in your field. This Thesis Project Topic will be published in Digital Commons with the names of your Mentor and Reader, key words of your Thesis, and your downloadable Thesis Project as a PDF. Before publishing your Thesis to Digital Commons, review your Thesis Project Topic and make any corrections as needed. For examples of successful D.Min Thesis Project Topics, visit Digital Commons, page http://digitalcommons.liberty.edu/doctoral/.

Thesis Project Topic length: Should not exceed 150 words.
(Sample Contents Page)

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1.3 Title of Third Table................................................................. 45
(Sample Illustration Page)

Illustrations

Figures

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2. Author’s name, “Title of Work,” *Title of Source* 60
3. Author’s name, “Title of Work,” *Title of Source* 62
**Abbreviations**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMIN</td>
<td>Doctor of Ministry</td>
</tr>
<tr>
<td>LBTS</td>
<td>Liberty University Baptist Theological Seminary</td>
</tr>
</tbody>
</table>
January 1, 2014

John Doe

IRB Approval 120Y.11Z611: Adult Perceptions of Spiritual Gifts: A Phenomenological Study

Dear John,

We are pleased to inform you that your above study has been approved by the Liberty IRB. This approval is extended to you for one year. If data collection proceeds past one year, or if you make changes in the methodology as it pertains to human subjects, you must submit an appropriate update form to the IRB. The forms for these cases were attached to your approval email.

Thank you for your cooperation with the IRB and we wish you well with your research project.

Sincerely,

IRB Mentor
Liberty University
Chapter 1

Introduction

If you would like to place an epigraph after the title of your chapter, please place it formatted single-spaced. Include an extra space between the chapter title and the first line of the paragraph.

—Dr. Charlie Davidson, *D.Min Thesis Project Handbook*

Begin your chapter with an introductory paragraph, giving your reader a general idea for the purpose of your project. This chapter should include any background information that will serve as the framework for your project. Use footnotes when you cite a source as needed.²

² Footnote numbers are formatted as superscript. They should be indented 0.5 inches.
APPENDIX F

LBTS Turabian Quick Guide
(based on the 8th edition of the Turabian manual)

Formatting

• 1” margins
• Times New Roman size 12-pt. font except in the footnotes when you are to have Times New Roman 10-pt. font.
• Double-spaced except in the footnotes, block quotes, and other exceptions (see p. 373).
• Block quotations should be blocked if any amount if the quote is over four lines.
Therefore, a four-line quotation can remain in the body of the text without being blocked.
• Pagination placement: Front matter is numbered with roman numerals in the footer. The paper body, bibliography, and appendices display Arabic numerals in the header. Do not number the title page. You can find a tutorial on pagination placement for Microsoft at http://office.microsoft.com/en-us/word-help/add-different-page-numbers-or-number-formats-to-different-sections-HA102809694.aspx.

Style

• Use active voice and avoid first person pronouns unless permitted by the assignment instructions.
• Turabian permits two citation styles. LBTS only accepts Notes-Bibliography Style in submitted documents. Do not use both citation styles within a document.
• LBTS still uses superscript numbers for footnotes. An example of a superscripted footnote number looks like this “1,” whereas the incorrect numbering is “1.”
• When footnoting, indent the first line of your footnote. The indentation should be before the superscripted footnote number. The footnotes should be single-spaced, but there should be 6-pt. spacing beneath the footnote. In order to format your paper using 6-pt. spacing, highlight the footnote, right-click on your highlighted space, click the paragraph option, and then with the spacing option change it to on 6 pt. spacing in the “after” option.
• Ibid. is short for the Latin term *ibidem* meaning “in the same place.” When referring to a source whose bibliographical data are in the footnote prior, use “Ibid.” Do not include a page number if you are citing the same page as the previous; however, if it is a different page number use Ibid. plus a comma and then the page number like this, “Ibid., #.”
• Since the Bible is considered a sacred work, cite Bible passages in footnotes, and not in the bibliography. The exception to this rule is when you are citing notes from a study Bible, which should in turn be referenced in the bibliography. An example for properly footnoting a biblical citation is in the footnote at the bottom of this page. Notice the phrasing of the footnote, “Unless otherwise noted, all biblical passages referenced are in the ____ version.” This means that you will not need to reference the version of the Bible in subsequent citations unless you change the version.

---

3 Unless otherwise noted, all biblical passages referenced are in the New American Standard Bible (Anaheim: Lockman Foundation, 1998).
• When footnoting a book for the second time and the citation is not concurrent with the first citation, you do not need a full citation. Instead use the author last name(s), an abbreviated version of the book title, and the page number. An example of this is in the footnote below.¹
• Writing and preaching are two different communicational mediums with two distinct purposes. When writing, avoid the temptation to “sermonize”!

Grammar Usage Notes

• Avoid using the em-dash ( — ) which is used in place of a comma to separate thoughts in a sentence. If it is necessary, make sure you understand the grammatical reasoning behind using this form of punctuation.
• *Bible* is the title of a book whereas *biblical* is an adjective. *Bible* should be capitalized, but *biblical* should not be capitalized. See the Capitalization Glossary for more examples of common capitalization mistakes.
• The abbreviation, i.e., means “that is” and should be used in parentheses when providing a point of clarification.
• The abbreviation, e.g., means “example” and should be used in parentheses when giving an example.
• *[sic]* should be used following an error in a quotation because quotations need to be cited verbatim (including errors), but you do not want to suffer the point reduction of an error. Therefore, *[sic]* lets the reader know that you purposefully copied over the error because it was in the original citation.

Levels of Headings

Here is the expected level of headings for LBTS papers. The level explanation below also provides an example of what each level should look like. All headings are to remain Times New Roman 12-pt. font.

**First Level:** Centered, Boldface, Headline-Style Capitalization

**Second Level:** Centered, Regular Type, Headline-Style Capitalization

**Third Level:** Flush Left, Boldface, Headline-Style Capitalization

Fourth level: Flush left, roman type, sentence-style capitalization

**Fifth level:** Indent ½ inch for run in at beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period. Start first sentence here.

Footnote Citations

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Bibliography Tips

- Use the term Bibliography for your final list of bibliographic entries.
- The title should be bolded and should begin a new page with normal page numbering.
- Other terms such as references or works cited are not acceptable.
- The bibliography should have a ½-inch hanging indentation.
- It should also be single spaced with a 12-pt. space between entries which can be added by going to the paragraph option and adding a 12-pt. space after.
Sacred Book References

Spell out the name of biblical books when they are referred to in their entirety. To cite a specific biblical passage within the text or notes, follow the guidelines given in Turabian 17.5.2, but use the following abbreviations instead of the ones given in Turabian 24.6.

### Old Testament

<table>
<thead>
<tr>
<th>Short Form</th>
<th>Long Form</th>
<th>Song or (Cant)</th>
<th>Song of Songs (or Canticles)</th>
</tr>
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<tbody>
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<td>Genesis</td>
<td>Song or (Cant)</td>
<td>Song of Songs (or Canticles)</td>
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<td>Exodus</td>
<td>Isaiah</td>
<td>Isaiah</td>
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<td>Jer</td>
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<td>1-2 Samuel</td>
<td>Amos</td>
<td>Amos</td>
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<tr>
<td>1-2 Kgs</td>
<td>1-2 Kings</td>
<td>Obad</td>
<td>Obadiah</td>
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<td>1-2 Chr</td>
<td>1-2 Chronicles</td>
<td>Jonah</td>
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<td>Psalms</td>
<td>Hag</td>
<td>Haggai</td>
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<td>Prov</td>
<td>Proverbs</td>
<td>Zec</td>
<td>Zechariah</td>
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<tr>
<td>Eccl (or Qoh)</td>
<td>Ecclesiastes (or Qoheleth)</td>
<td>Mal</td>
<td>Malachi</td>
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### New Testament

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### Apocrypha and Septuagint

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<td>Song of the Three Young Men</td>
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<td>Sirach/Ecclesiasticus</td>
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