

LIBERTY UNIVERSITY

SCHOOL OF DIVINITY



Doctor of Ministry

THESIS PROJECT HANDBOOK

2017

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1. Introduction

The purpose of this handbook is to provide assistance for Doctor of Ministry students at Liberty University School of Divinity 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 an 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 and current field of Christian ministry.

In the Thesis Project, the Doctor of Ministry candidate must demonstrate a high level of academic 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 a practical implementation.
3. Evaluating the significance of the project for ministry.
4. Communicating fresh and original 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 front matter, 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:

- 18-21 hrs. completed in the DMIN program including DMIN 880
- A current place of ministry to implement the project
- A completed Thesis Project Topic for review by your Mentor and Reader as a first step in DMIN 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).

Before or upon registering for DMIN 889, you should research your topic and develop a five to six page bibliography. This is one of the required components of the Thesis Project. Gathering academic resources preliminary to writing your Thesis Project topic will provide you with current knowledge academic and applied research in your field. This process should result in your ability to write an effective Thesis Project Topic.

Advisory: If you are unable to provide a five to six page bibliography because you cannot locate enough professional journal articles and books on your topic, you should consider a different topic.

4.2 Thesis Project Topic (Abstract) /Registering for DMIN 889/Securing Mentor and Reader

Description: Summarizes the major claim, specific research, and impact of the Project in a maximum length of 250 words. When you are ready to register for DMIN 889, contact Academic Advising. You need to have ready a description of your Thesis Project topic (abstract) to send to your Academic Advisor, who will submit requests to the Mentor and Reader you select. The academic advisor will work with you and a potential Mentor and Reader until faculty have agreed to serve as your Mentor and Reader. Once your Mentor and Reader are secured, your advisor will register you for DMIN 889.

When writing your Thesis Project title (abstract), please consider the following:

- What is your subject that you are going to research and write?
- Your subtitle should answer the “so what” question; in other words, what do you intend to accomplish on your subject that will be applicable in assisting you and your peers in current ministry? What significant improvement will be made based on your Thesis Project?
- Thesis Project Title should not exceed fifteen (15) words.

The 250-Word Thesis Project Topic (abstract) should answer the following four questions:

1. A brief description of the topic
2. The rationale for choosing the topic
3. Research approach (describe how you intend to research you project by either surveys, interview, questionnaires, etc.)*
4. Potential value of the topic in personal ministry

*Every student MUST do academic and applied research . . . no exceptions.

When you are registering for DMIN 889, you will be asked to acknowledge that you have read the following statement issued by DMIN Academic Advising:

Upon registration of DMIN 889, you will be considered to be in the project phase of your degree. You are required to be continuously enrolled in DMIN 889 until you are ready to defend your thesis. This means that you will have to register for the DMIN 889 class every semester until you are ready to defend. This does not include the summer semester. You do not have to register for summer term to maintain continuous enrollment.

If you do not stay continuously registered, during the fall and spring semesters, for the DMIN 889 until you are ready to defend your Thesis Project, you will break enrollment. Students who are ready to defend their thesis will need to go through the process of registering for DMIN 890.

If you break enrollment, you will need to apply for re-admission into the Doctor of Ministry program. If re-accepted, you will be required to complete your degree per the degree requirements that are in effect at the time of your re-admittance. Please note that requirements for the degree when re-admitted may differ from those you have been following previously.

Per the current protocols for the Doctor of Ministry degree, you must complete DMIN 889 a **minimum of two times, according to your DCP** and before being eligible for registration for DMIN 890: Project Defense. Please keep in mind it will be up to your mentor and reader at this point to determine whether or not you are ready to register for DMIN 890. In order to graduate in a given semester, you must be registered for DMIN 890 for the given semester, successfully defend the project, and complete all other degree program requirements.

Students moving from DMIN 889 to DMIN 890 must register for DMIN 890 by the following dates:

- 15 OCTOBER – FALL SEMESTER
- 15 FEBRUARY – SPRING SEMESTER
- 15 JUNE – SUMMER TERM

4.3 Introduction (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 5 components (should not exceed fifteen-twenty pages total):

1. Statement of the Problem

Answers the question of “what” the project accomplishes. The candidate should define any technical terminology used that is specific to your Thesis Project.

2. Statement of Limitations

Limitations should outline what the Thesis Project is not designed to accomplish. For example, if your Thesis Project applicable findings have yet to be proven, this should be stated in this section. Limitations involving the specificity of the area or group; i.e. demographic or regional focus, etc. should be included.

3. Theoretical Basis

Demonstrates the relationship between the topic and current best practices in the ministry field, and the biblical, theological, or historical data that corresponds to it.

4. Statement of Methodology

Description of the project’s design. The candidate will include a summary of the contents of each chapter in the Thesis Project.

5. Review of Literature

Summary of current literature related to the topic. Includes books, theses, and academic/scholarly journal articles only. You should have a mix of sources; 75% books and theses; 25% academic/scholarly articles.

The use of open access websites, such as Google and Yahoo, will not produce search results that will adequately support scholarly research; **do not use a public web search engine as your primary research tool. Use the LU Library website and similar Library websites to support your research.** A website is open access if it sells advertising space on its site. To locate electronic academic and scholarly journals, you should use the Jerry Falwell Library website’s databases and/or other similar, accredited divinity school library websites. **You must consult with your mentor to determine whether or not a website is professional or scholarly and thus can support your research.**

The review of literature should be divided by source material type. This review of literature demonstrates that the project is an original contribution to the field of

ministry. List a minimum of fifteen to twenty (15-20) books, academic/scholarly journal articles with authors' names and how you will use their work in your Thesis Project. List a minimum of fifteen to twenty (15-20) Scripture verses or passages which 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 and how you will use these sources throughout your Thesis Project. Please keep in mind that you must cite 75% of your five to six page bibliography in footnotes in your Thesis Project.

Consult the latest 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.

4.4 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 four 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 an Introduction will not be reviewed in place of the IRB Application.**

4.5 Submit draft copies of research instruments and IRB application

Every student must complete the IRB application.

The IRB homepage on Liberty University's website includes samples of these materials with a copy of any cover letters. Your Mentor will approve all research methods and instruments 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, once your Mentor has signed and returned the signature page to you by e-mail. You will submit these documents through DMIN 889

Blackboard to your Mentor for his signature.

Once you have submitted your IRB application to the Institutional Review Board, you must work directly with them to modify your application until your application is approved. Save the approval letter because it is one of the required appendices for your Thesis Project.

4.6 Main Body of Thesis Project

Chapter 1 (min. 20 pages) should give your Reader an introductory foundation of your subject and what you will accomplish through your academic and applied research process. You should describe your ministry setting and what led you to initiate this ministry project. Make sure that you have a smooth transition to introduce your next chapter. You must use and cite your bibliography sources.

*Your introduction as outlined above may function as chapter 1. Your choice.

Chapter 2 (min. 20 pages) introduces your Readers to your applied research. Who you are researching, why did you choose this type of research. Include what current academic studies relate to your subject and your research. Make sure that you have a smooth transition to introduce your next chapter. This is an opportunity to use and cite your bibliography sources.

Chapter 3 (min. 20 pages) reports the results of the applied research, citing current experts in this field of ministry. The student will supply an overview of the findings through graphs, charts, and tables. Please keep in mind you cannot use your entire survey in this chapter, but you can highlight the main focus of your survey and place your entire survey, questionnaires, etc. in the appendices. For example, if you survey a group with twenty questions, you may highlight a minimum of ten most appropriate findings. The title of this chapter should be similar to the sub-title of your Thesis Project. Make sure that you have a smooth transition to introduce your next chapter. This is an opportunity to use and cite your bibliography sources.

Chapter 4 (min. 10 pages) 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. This is an opportunity to use and cite your bibliography sources.

***The Thesis Project should not exceed six chapters. Therefore, if you are using a five or six chapter model, you will adjust the above chapters accordingly.**

Back Matter

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.

Bibliography (5-6 pages minimum)

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

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. Please remember: you will need to utilize a proofreading/Turabian editing service of your choosing before you submit your Thesis Project on Blackboard. This is vital for you to move forward to DMIN 890.

You can then request registration for DMIN 890 (oral defense) and your Mentor and Reader will approve or deny your request.

IMPORTANT INFORMATION: NEW DMIN POLICY CHANGE EFFECTIVE SPRING 2016.

STUDENTS MOVING FROM DMIN 889 TO DMIN 890 MUST REGISTER FOR DMIN 890 BY THE FOLLOWING DATES:

15 OCTOBER – FALL SEMESTER

15 FEBRUARY – SPRING SEMESTER

15 JUNE – SUMMER TERM

REGISTRATION FOR DMIN 890 IS STILL SUBJECT TO THE APPROVAL OF THE FINAL THESIS SUBMISSION BY THE THESIS MENTOR.

***If your goal is to participate in the graduation ceremony, usually held in May, you must have your DMIN DCP complete with grades and your Thesis Project accepted by the LU Library Digital Commons by the first week of April. Please do not confuse the above October/February/June. These dates are the last date you can register for DMIN 890 of each semester.**

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 on Blackboard and approved by your Mentor and Reader. Remember

the timeline in section 4.7. The defense will occur before the Mentor, Reader, and other School of Divinity faculty that desire to attend. The candidate should be able to answer these sample questions:

- 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. This will be added to your appendices section.

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 the Jerry Falwell Library *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 School of Divinity 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, by e-mail, or by phone, and settle your account with Liberty University. You will receive verbal/written confirmation that your DMIN DCP and other related items are complete. You will then be given instructions on your receiving your diploma.

If you plan to attend commencement in May, it is highly recommended that you reserve a hotel as soon as possible. Hotel rooms fill up quickly.

5. Recommended Readings

Badke, William. *Research Strategies: Finding Your Way through the Information Fog*. Bloomington, IN: Universe, 2011.

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.

Creswell, John W. *Qualitative Inquiry and Research Design*. Thousand Oaks, CA: Sage Publications, 2007.

A key guide for developing qualitative research.

Davies, Richard E. *Handbook for Doctor of Ministry Projects: An Approach to Structured Observation of Ministry*. Lanham, MD: University Press of America, 1984.

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

Sensing, Tim. *Qualitative Research: A Multi-Methods Approach to Projects for Doctor of Ministry Theses*. Eugene, OR: Wipf & Stock, 2011.

Tucker, Dennis C. *Research Techniques for Scholars and Students in Religion and Theology*. Medford, NJ: Information Today, 2000.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. Eighth edition. Chicago: University of Chicago Press, 2013.

Required style guide for the DMIN. Project.

Vyhmeister, Nancy J. *Quality Research Papers for Students of Religion and Theology*. Grand Rapids, MI: Zondervan, 2008.

General for undergraduate through Ph. D. Exceptional chapters for DMIN. students include “Descriptive Research,” “Program Development as Research,” “Statistics, Tables and Graphs,” and “D. Min. Projects.”

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 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 School of Divinity Liaison Librarian.

Since 2006, DMIN 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/>.

Students may search the Jerry Falwell Library Catalog <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 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 1 1

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 DMIN Thesis Project. The Mentor reports to the Director of the DMIN. program.

DUTIES:

- Approve each Thesis Project assignment and provide detailed feedback in Blackboard
- Approve all research (i.e. surveys, questionnaires, etc.) and provides signature for IRB application within 7 days of submission
- Respond to emails within 4-5 business days
- Uphold all submission dates
- Review SafeAssign report of the final Thesis Project submission
- Provide approval for enrollment in DMIN 890 *before* scheduling a defense
- Lead the student's oral defense and complete the Thesis Project Rubric with comments
- Receive Thesis Project submission JFL documentation *before* posting final grade
- Provide this checklist on Blackboard
- Post Announcements in DMIN 889 reminding students to utilize SharePoint to complete registration
- Post attendance in Blackboard
- Approve DMIN 889 and 890 registration requests via DMIN Thesis Project Portal

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 DMIN Thesis Project. The Reader will normally not get involved until the student has completed a first draft of the thesis project. The Student will work exclusively with the Mentor until the first draft is complete. The Reader reports to the Director of the DMIN program.

DUTIES:

- Review and read each step of the Thesis Project for readability only
- Provide comments regarding content and Turabian formatting
- Participate in the student's oral defense and provide noted revisions

QUALIFICATIONS:

- An earned Doctoral degree from an accredited institution
- Extensive knowledge in the subject area of the Thesis Project
- A thorough knowledge of Kate Turabian, *A Manual for Writers*
- Faculty member at Liberty University School of Divinity

DMIN PROJECT THESIS COMPLETION CHECKLIST

Mentor:

Reader:

Student Name and ID#:

Thesis Project Title:

Please initial the appropriate column if you can certify that the following is complete for this Thesis Project:

Thesis Project Components	Mentor	Reader
Student has been registered for DMIN 890		
Institutional Review Board Approval Secured by Student		
Thesis Project Introduction contains the following elements:		
Front Matter with a Title of 15 words or less		
1. Statement of the Problem		
2. Statement of Limitations		
3. Statement of Theoretical Basis		
4. Statement of Methodology		
5. Review of Literature (15-20 resources; 15-20 scripture passages)		
The final version of the Thesis Project contains the following elements in the order listed here.		
1. Blank Page		
2. Title Page		
3. Copyright Page		
4. Signature Page		
5. Thesis Project Abstract		
6. Acknowledgements (optional)		
7. Table of Contents		
8. List of Tables (optional)		
9. List of Figures (optional)		
10. List of Abbreviations		
11. Preface (optional)		
12. Main body to include Introduction Chapter One -- Describe the Project Chapter Two -- Academic and Applied Research Chapter Three -- Results of Academic and Applied Research <i>Make sure the student connects the applied research (surveys, questionnaires, etc.) to the findings. Make sure the application of the findings either creates or improves the ministry topic addressed by the project.</i> Chapter Four -- Conclusion or Summary <i>This model can be expanded but should not exceed six chapters.</i>		
13. Appendixes		
14. Bibliography: Student used 75% of bibliography in the citations.		
15. IRB Approval/Waiver Page		
Student's Thesis has been checked for spelling, grammar, punctuation, sentence structure, and formal academic style.		
The Student has secured a professional editor to address Turabian format issues.		
The Student has posted all assignments on Blackboard.		
The Thesis Project has been checked for plagiarism through SafeAssign at minimum.		
The Thesis Project has been checked through for proper Turabian form and style by the Mentor and the Reader.		
The Oral Exam was conducted and the evaluation reported to the student.		
The Student has made any changes to the document requested during the oral exam and these changes have been approved by the Mentor and Reader.		
The student has submitted the Thesis Project to the Digital Commons of Jerry Falwell Library. The student will receive two e-mails, if everything goes well. The first acknowledges receipt of the manuscript. If there are any changes, the Library will send the student a request to make the correction. The student will get a note of congratulations to the student and notice that the manuscript has been deposited into the digital commons. The student should send this e-mail to the Mentor.		
The student's grade has been posted to the Registrar.		

Mentor's Signature/Date:

Reader's Signature/Date:

The Mentor should email this completed and signed form to the DMIN office. Upon receipt, a compensation request for the Mentor and Reader will be initiated by the DMIN Program Director.

APPENDIX C

Selecting a Topic

TOPIC RATING CHART

<u>RATING AREA</u>	<u>POINTS</u>	<u>TOP 1</u>	<u>TOP 2</u>	<u>TOP 3</u>
Personal interest	(15)	_____	_____	_____
Institutional interest	(12)	_____	_____	_____
Supporting institution interest	(12)	_____	_____	_____
Fulfills institutional requirements	(9)	_____	_____	_____
Researchability	(9)	_____	_____	_____
Research sources available	(9)	_____	_____	_____
Meets proposed time constraints	(9)	_____	_____	_____
Original contribution to ministry	(9)	_____	_____	_____
Enhance personal ministry skills	(9)	_____	_____	_____
Within personal budget constraints	(7)	_____	_____	_____
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 DMIN Thesis Projects.
 - Research in Ministry (A.T.L.A.)
 - Review of DMIN Thesis Projects 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 DMIN. 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 Order of Elements 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 Abstract
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

(Sample Cover Page)

Liberty University School of Divinity

Doctor of Ministry Thesis Project

A Thesis Project Submitted to
The Faculty of Liberty University School of Divinity
in Candidacy for the Degree of
Doctor of Ministry

by

John Doe

Lynchburg, Virginia

September 2013

(sample copyright page – see appropriate page in the Turabian manual. You can create the © copyright symbol by typing left parenthesis – c – right parenthesis and Word will automatically format the © symbol)

Copyright © 2014 by John Doe
All Rights Reserved

(Sample approval page)

Liberty University School of Divinity

Thesis Project Approval Sheet

Mentor Name &
Title

Reader Name &
Title

(Sample Thesis Project Topic Abstract)

THE DOCTOR OF MINISTRY THESIS PROJECT ABSTRACT

John Doe

Liberty University School of Divinity, 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 DMIN Thesis Project Topics, visit *Digital Commons*, page <http://digitalcommons.liberty.edu/doctoral/>.

Thesis Project Topic Abstract length: Should not exceed 250 words.

(Sample Contents Page)

Contents

Figures.....	6
Introduction.....	7
Subheading 1.....	10
<i>Sub Point</i>	11
<i>Sub Point</i>	12
<i>Sub Point</i>	13
Point.....	14
Point.....	15
Subheading 2.....	16
Chapter	40
Subheading 1.....	48
Subheading 2.....	55
Chapter	60
Subheading 1.....	68
Subheading 2.....	70
Chapter	75

Subheading 1.....	80
Subheading 2.....	90
Conclusion	100
Bibliography	105
Appendix A.....	111
Appendix B.....	115
IRB Approval.....	120

(Sample Table Page)

Tables

1.1	Title of First Table	24
1.2	Title of Second Table.....	38
1.3	Title of Third Table.....	45

(Sample Illustration Page)

Illustrations

Figures

1.	Author's name, "Title of Work," <i>Title of Source</i>	40
2.	Author's name, "Title of Work," <i>Title of Source</i>	60
3.	Author's name, "Title of Work," <i>Title of Source</i>	62

(Sample Abbreviation Page)

Abbreviations

DMIN *Doctor of Ministry*

LUSOD *Liberty University School of Divinity*

(Sample Chapter 1 Page)

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, *DMIN 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.¹

¹. Footnote numbers are formatted as superscript. They should be indented 0.5 inches.

(Sample IRB Approval)

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

APPENDIX F

LUSOD 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. LUSOD only accepts Notes-Bibliography Style in submitted documents. Do not use both citation styles within a document.
- LUSOD 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.² 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.

² 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.³
- 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 LUSOD 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

Book with a Single Author or Editor

¹ Gary R. Habermas, *The Risen Jesus and Future Hope* (Lanham: Rowman & Littlefield Publishers, 2003), 65.

³ Hindson and Mitchell, *Popular Encyclopedia of Church History*, 349.

Book with Multiple Authors

¹ David Bagget and Jerry L. Walls, *Good God: The Theistic Foundations of Morality* (New York: Oxford University Press, 2011), 79.

Kindle/E-Reader Book

¹ Dave Earley and Rod Dempsey, *Disciple Making Is. . . : How to Live the Great Commission with Passion and Confidence* (Nashville: B&H Publishers, 2013), 103, Kindle.

Journal Article in Print

¹ Klaus D. Issler, “Inner Core Belief Formation, Spiritual Practices, and the Willing-Doing Gap,” *Journal of Spiritual Formation & Soul Care* 2, no. 2 (2009): 180.

Journal Article Online

¹ Brian T. Scalise, “Perichoresis in Gregory Nazianzen and Maximus the Confessor,” *Eleutheria* 2, no. 2 (2012): 72, accessed August 8, 2013, <http://digitalcommons.liberty.edu/eleu/vol2/iss1/5/>.

Dissertation

¹ A. Chadwick Thornhill, “To the Jew First: A Socio-Historical and Biblical-Theological Analysis of the Pauline Teaching of ‘Election’ in Light of Second Temple Jewish Patterns of Thought” (PhD diss., Liberty Baptist Theological Seminary, 2013), 189.

Bibliography Citations

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Book with Multiple Authors

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Kindle/E-Reader Book

Earley, Dave, and Rod Dempsey. *Disciple Making Is. . . : How to Live the Great Commission with Passion and Confidence*. Nashville: B&H Publishers, 2013, Kindle.

Journal Article in Print

Issler, Klaus D. “Inner Core Belief Formation, Spiritual Practices, and the Willing-Doing Gap.” *Journal of Spiritual Formation & Soul Care* 2, no. 2 (2009): 179-198.

Journal Article Online

Scalise, Brian T. “Perichoresis in Gregory Nazianzen and Maximus the Confessor.” *Eleutheria* 2, no. 2 (2012): 58-76. Accessed August 8, 2013. <http://digitalcommons.liberty.edu/eleu/vol2/iss1/5/>.

Dissertation

Thornhill, A. Chadwick. "To the Jew First: A Socio-Historical and Biblical-Theological Analysis of the Pauline Teaching of 'Election' in Light of Second Temple Jewish Patterns of Thought." PhD diss., Liberty Baptist Theological Seminary, 2013.

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

Gen	Genesis	Song or (Cant)	Song of Songs (or Canticles)
Exod	Exodus	Isa	Isaiah
Lev	Leviticus	Jer	Jeremiah
Num	Numbers	Lam	Lamentations
Deut	Deuteronomy	Ezek	Ezekiel
Josh	Joshua	Dan	Daniel
Judg	Judges	Hos	Hosea
Ruth	Ruth	Joel	Joel
1-2 Sam	1-2 Samuel	Amos	Amos
1-2 Kgs	1-2 Kings	Obad	Obadiah
1-2 Chr	1-2 Chronicles	Jonah	Jonah
Ezra	Ezra	Mic	Micah
Neh	Nehemiah	Nah	Nahum
Esth	Esther	Hab	Habakkuk
Job	Job	Zeph	Zephaniah
Ps/Pss	Psalms	Hag	Haggai
Prov	Proverbs	Zech	Zechariah
Eccl (or Qoh)	Ecclesiastes (or Qoheleth)	Mal	Malachi

New Testament

Matt	Matthew	1-2 Thess	1-2 Thessalonians
Mark	Mark	1-2 Tim	1-2 Timothy
Luke	Luke	Titus	Titus
John	John	Phlm	Philemon
Acts	Acts	Heb	Hebrews
Rom	Romans	Jas	James
1-2 Cor	1-2 Corinthians	1-2 Pet	1-2 Peter
Gal	Galatians	1-2-3 John	1-2-3 John
Eph	Ephesians	Jude	Jude
Phil	Philippians	Rev	Revelation
Col	Colossians		

Apocrypha and Septuagint

Bar	Baruch	Jdt	Judith
Add Dan	Additions to Daniel	1-2 Macc	1-2 Maccabees
Pr Azar	Prayer of Azariah	3-4 Macc	3-4 Maccabees
Bel	Bel and the Dragon	Pr Man	Prayer of Manasseh
Sg three	Song of the Three Young Men	Ps 151	Psalm 151
Sus	Susanna	Sir	Sirach/Ecclesiasticus
1-2 Esd	1-2 Esdras	Tob	Tobit
Add Esth	Additions to Esther	Wis	Wisdom of Solomon
Ep Jer	Epistle of Jeremiah		

Last updated: 1/12/2017