Doctor of Ministry Project Paper
Handbook & Style Guide

THE LIBRARY AT WESLEY THEOLOGICAL SEMINARY

The Library will add the approved final version of your Doctor of Ministry (D.Min.) thesis, or Project Paper, to our permanent collection. These Project Papers are expected to conform to guidelines for source citation and formatting as established and widely used in academic writing, and *The Doctor of Ministry Project Paper Handbook & Style Guide* offers guidance and instructions for preparing your thesis for submission to the library.[1]

The *Handbook & Style Guide* is based on Kate Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students & Researchers*. Currently in its ninth edition (University of Chicago Press, 2018), Turabian's *Manual* has been a standard resource for academic writing for many years. As the title suggests, Turabian's *Manual* is a student-oriented distillation of the comprehensive and complex *Chicago Manual of Style*, a resource developed for scholarly and academic publishing.

If you need further assistance with formatting or with using source citations after reading this *Handbook & Style Guide*, please consult Turabian's *Manual for Writers* to see if it resolves the issue. Where there is a clear conflict between Wesley's guide and Turabian's *Manual*, please adhere to Wesley's guide as the local authority. If you have additional questions about interpreting this guide, please contact the Library via email (library@wesleyseminary.edu). On the rare occasion that Turabian's *Manual* does not immediately yield an answer, librarians may need to consult the *Chicago Manual of Style*.

The Library reserves the right to refuse acceptance of any Project Paper that does not follow instructions in the *Handbook & Style Guide*. Because submitting your thesis to the Library is one of the requirements of your program, this can have an impact on your eligibility for graduation.

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[1] While it is often useful to consult earlier Project Papers for guidance, there's no guarantee that an earlier thesis is a good model. Further, standards can change over time.

CONTENTS

I.   Academic Standards

The Seminary statement regarding academic honesty & integrity.

II.   Inclusive Language Policy

The Seminary statement regarding the use of inclusive language.

III.   Organization & Pagination

A discussion of the various components of your Project Paper (e.g., title page, abstract, copyright page, etc.), the order in which they should be placed, and their pagination.

IV.   Format

Instructions on margins, fonts, and other miscellaneous concerns in the final formatting of your paper.

V.   Source Citations

Information about the notes-bibliography style which you will use for your Project Paper.

Appendix: Sample Title Page

A model for formatting your Project Paper's Title Page.

I. ACADEMIC STANDARDS

From the Wesley Theological Seminary Catalog 2021-2022:

Students are expected to comply with all academic regulations and requirements, both of the Seminary and of the classes in which they are enrolled. Academic honesty is expected and required. Plagiarism is regarded as a serious offense and will result in substantial penalties, including the possibility of academic dismissal.

The Faculty regards the following as forms of plagiarism or dishonesty:

• copying from another student's paper

• giving or receiving unauthorized assistance to or from another student during an examination

• using unauthorized material during an examination

• borrowing and presenting as one's own (i.e., without proper attribution) the composition or ideas of another.

The mutilation, defacement, or stealing of library materials are examples of academic dishonesty and/or professional misconduct and are also subject to disciplinary action.

II. INCLUSIVE LANGUAGE POLICY

From the Wesley Theological Seminary Catalog 2021-2022:

Bearing in mind that language reflects, reinforces, and creates social reality, the Seminary expects class conversation and written work to employ language that respects the equal dignity and worth of all human beings. In particular, linguistic sexism and racism are to be avoided.

III. ORGANIZATION & PAGINATION

Sequence and Page Numbering (Turabian A.1.4.2)

The following chart shows you the order of the various components of your Project Paper and how to paginate each section. Each component is described in more detail after the chart.

PAPER SECTION	PAGINATION REQUIREMENTS
ADMINISTRATIVE MATERIAL	
Project Paper Release	Submitted Separately. **DO NOT INSERT IN PAPER.**
Reader approval	Provided by D.Min. Office separately. **DO NOT INSERT IN PAPER.**
FRONT MATTER	
Title page	First page. **Do not display** page number.
Abstract	Second page. **Do not display** page number.
Copyright (optional)	Third page. Begin pagination using **roman** numerals. (iii, iv, v, etc.)
Dedication (optional)	Continue (or start, if no copyright) pagination using roman numerals.
Epigraph (optional)	Count the page number but **do not display** page number.
Table of Contents	Continue pagination using roman numerals.
List of Figures, Tables, or Illustrations (if applicable)	Continue pagination using roman numerals.
Acknowledgements (optional)	Continue pagination using roman numerals.
BODY OF TEXT	
Introduction (optional)	Page 1. Begin pagination using **arabic** numerals (1, 2, 3, etc.)
Chapter 1	Page 1 if no Introduction. Otherwise, continue pagination from Introduction, using arabic numerals.
Chapters 2, etc.	Continue pagination using arabic numerals.
BACK MATTER	
Illustrations (if applicable)	Continue pagination using arabic numerals.
Appendix (plural, Appendices) if applicable)	Continue pagination using arabic numerals.
Bibliography	Continue pagination using arabic numerals.

Page number placement (Turabian A.1.4.2.)

When a page number is displayed, place page number bottom center in the footer of each page, no matter what section. Do not add additional information (e.g., your last name, "page number," or any other text).

Administrative Material

These materials include two components: the Project Paper Release and the Reader Approval. Although they are submitted separately, the seminary will add them to your Project Paper.

Project Paper Release

This form grants Wesley Theological Seminary non-exclusive rights to distribute your paper in any format. This does not take away your ownership or copyright of the paper itself. The Project Paper Release will be available online from the Library. Please electronically sign it and submit it along with your paper.

Reader Approval

 The D.Min. Office will provide a signed copy of your Reader Approval.

Front Matter

The front matter includes the preliminary pages of your paper prior to your actual writing (e.g., Title Page, Abstract, Copyright Page, etc.) These are all still part of your final Project Paper and must be submitted electronically as part of the same document.

Title Page (Turabian A.2.1.2)

Your title page has different components. Please note:

- The top line of text ("Wesley Theological Seminary") should be one inch from the top of the page.

- If your title has a subtitle, put the main title on the title line, conclude the line with a colon (:), and then put the subtitle on a new line with a line space in between.

- Use **bold** letters only for your title (and subtitle).

- Use headline style, not full capitalization, on your Title Page (Turabian A.1.5).

Do use headline style:	`A Heart Strangely Warmed`
Do not use full capitals:	`A HEART STRANGELY WARMED`

- For the date, place your **graduation month and year**.

Place this precise language toward the middle of the Title Page:

```
            A Project Paper Submitted to

       the Faculty of Wesley Theological Seminary

              In Candidacy for the Degree of

                   Doctor of Ministry
```

For a visual guide showing where to place the constituent components on a title page, see the example in *Appendix 1: Title Page*.

Abstract (Turabian A.2.1.4)

An abstract summarizes the contents of your Project Paper. It serves as an important tool in allowing a reader to determine if your paper is relevant to their research interests.

When you write your abstract, please consider the following:

1. Keep the abstract between 100 and 300 words in length.

2. State your thesis.

3. Keep the following format in mind:

    a. State your thesis.

    b. Describe the method of study or research.

c. Explain the results.

d. Summarize your conclusions.

4. Write in complete sentences. Keep the following in mind:

- Use the third person (e.g., "The author researched…"), not first person ("I researched…").

- Try to use active voice (e.g., "This paper researched homelessness …") rather than passive ("homelessness was researched…").

- Generally, use past tense for describing background, methodology, or activities (e.g., "The author researched…", "She studied…", etc.).

- You may use present tense for conclusions ("The analysis suggests…" not "The analysis suggested…").

You will use the same abstract for the Research in Ministry (RIM® Online) database. Information about RIM is available via the Library's website or at

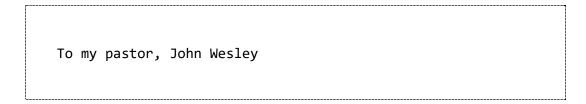https://www.atla.com/learning-engagement/rim/

Copyright Page (Turabian A.2.1.3)

A copyright page is optional. *You already own copyright on your Project Paper*. However, if you wish to add a copyright page, include the copyright notice near the bottom of page (flush left), with the year of your paper completion and your name, as follows:

```
Copyright ©2016 by John Smith

All rights reserved
```

Dedication Page (Turabian A.2.1.5)

A Dedication is optional. Place your dedication one-third of the way down the page. It does not require a header, or the language "dedicated to…". Simply say "To…". You may identify the person and give other information as necessary:

```
   To my pastor, John Wesley
```

Epigraph Page (Turabian A.2.1.6)

An Epigraph Page is optional. As Turabian says, "An epigraph is a quotation that establishes a theme of the paper. It is most appropriate when its words are especially striking and uniquely capture the spirit of your work" (Turabian, 2018, p. 389). Do not label the page "Epigraph." Place the epigraph one-third of the way down the page, centered or as a block-quote. Do not use quotation marks. **Do not put the page number on it.**

Table of Contents (Turabian A.2.1.7)

Label the top of the page "Contents." Leave two blank lines between the Header and the chapters listed. A table of contents page does not include material before it (Project Paper Release, Reader Approval, Title Page, Copyright, etc.) or the Contents itself but should begin with the pages that follow the Contents.

If you have subsections in your text (A.2.2.4), you are not required to place subheads in your Contents page. If you place subheads in your Contents, you may stop at the first level of subheads unless further levels are necessary.

If you have more than one Appendix, use the word "Appendices" on your Contents page, and list each individual appendix beneath it by title and designation (alpha, number, etc. — see A.2.3.2 for more on labeling multiple appendices).

List of Figures, Tables, or Illustrations (Turabian A.2.1.8)

These pages are optional depending upon your paper's needs and the type (and quantity) of information you are presenting.

Acknowledgments (Turabian A.2.1.10)

An Acknowledgments page is an optional component for thanking mentors, or colleagues, or others who supported your work, or to acknowledge copyright owners who have granted you permission to reproduce their work.

IV. FORMAT

Margins (Turabian A.1.1)

Leave a one-inch margin on the top, bottom, and both sides of your paper.

Fonts (Turabian A.1.2)

You are submitting an academic paper. Fonts for academic papers should be simple and easy to read. Ornamental or decorative fonts can be unprofessional or illegible. Although you may desire and have talent for graphic design, the final form of your paper is not an opportunity for such creativity.

You will typically use a single font consistently throughout your paper. You may use two fonts if you are consistent in their use and they serve different purposes (for example, body text versus chapter headers). If you use two fonts, choose one *serif* and one *sans serif* font. Serif fonts are identifiable with the decorative hooks or lines which embellish individual letters, while sans serif fonts lack these embellishments. Compare the following:

SERIF (e.g., Times New Roman)	SANS SERIF (e.g., Calibri)
a *Q* p E *z* 7	a *Q* p E *z* 7

Choose from the following fonts for your Project Paper:

SERIF FONTS	SANS-SERIF FONTS
Book Antiqua Cambria Century Schoolbook Georgia Palatino Times New Roman	Arial Calibri Helvetica

When in doubt, Times New Roman is traditional and reliable.

Use 12-point type throughout the paper, including footnotes. For tables, you may use 10- to 12-point, but be consistent.

Spacing and Indentation (Turabian A.1.3)

Use double spacing throughout your paper, except for:

- block quotations, table titles, and lists in appendices (single spacing)
- your paper's front matter, footnotes, and bibliographies. Single-space footnotes and bibliographies internally but add a blank line between items.

Additional spacing notes:

- Use a single space after a period.
- Use tabs/indents instead of spaces for paragraph indentation.

V. SOURCE CITATIONS

For source citations in your Project Paper, follow guidelines in Turabian for the *notes-bibliography* style. Do not use author-date style. Because you might not be familiar with the difference, some explanation is helpful.

The *notes-bibliography* style (also sometimes just called *bibliography* style) is more common in the humanities and some social sciences. It relies on the use of superscript notation in-text, followed by a note with information about the source (e.g, author, title, page numbers, etc.). Notes at the bottom of the page are called *footnotes*; notes at the end of the paper are called *endnotes*.

Use footnotes for your Project Paper. Footnotes are easier to access than endnotes while reading, both in print and online as a PDF. (For more information on Notes, see Turabian 16.3.)

Sources are compiled at the end of your paper in a Bibliography. The source citation follows slightly different styles in Notes and Bibliographies (Turabian 17.).

```
As a result of Wesley's conversion, his educational reading
changed; the Bible and theology took precedence over the
classics.[1]

 1. Albert Outler, John Wesley (Oxford: Oxford University Press,
    1964), 7.

Bibliography [at the end of the Project Paper]:

Outler, Albert. John Wesley. Oxford: Oxford University
      Press, 1964.
```

The *author-date* style is dominant in the social sciences and natural sciences. In your text, you indicate use of a source through a parenthetical citation (author, date, and page number). Sources are compiled at the end of your paper in a Reference List. Remember: do not use this style, even if you see it in other dissertations or articles!

```
    As a result of Wesley's conversion, his educational reading
    changed; the Bible and theology took precedence over the classics
    (Outler, 1964, 7).

    Reference List [at the end of the paper]:

    Outler, Albert. 1964. John Wesley. Oxford: Oxford University
    Press.
```

For other instructions and guidelines on using the *notes-bibliography* style for source citations, please consult the appropriate section of Turabian's *Manual for Writers* (Part II, Chapters 16-17).

You can also view the official *Turabian Quick Guide*, available at:

http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html

Sample Citations

Although this guide does not provide detailed instructions for constructing footnotes or bibliographies, examples are provided. Please note:

1. Cross-references are provided to Turabian, so that you can consult specific instructions and variants.
2. Examples are given both in Note (**N**) and Bibliography (**B**) format. Notes cite specific pages. A page range in a Bibliography refers to the entire chapter, article, or other excerpt.
3. In some examples, specific aspects of the citation are ==highlighted== for your benefit.

Book: one author (Turabian 17.1.1)

N 1. Richard P. Heitzenrater, *Wesley and the People Called Methodists* (Nashville, TN: Abingdon, 1995), 35.

B Heitzenrater, Richard P. *Wesley and the People Called Methodists*. Nashville, TN: Abingdon, 1995.

Book: Editor or translator instead of author (Turabian 17.1.1.2)

N   1.   Peter C. Erb, ed. *The Pietists: Selected Writings*, Classics of Western Spirituality (Mahwah, NJ: Paulist Press, 1983).

B   Erb, Peter C., ed. *The Pietists: Selected Writings*. Classics of Western Spirituality. Mahwah, NJ: Paulist Press, 1983.

Chapter (or other part of a book) in an edited collection (Turabian 17.1.8.2)

N   1.   John Wesley, "A Plain Account of Christian Perfection," in *John and Charles Wesley: Selected Writings and Hymns*, ed. Frank Whaling (Mahwah, NJ: Paulist Press, 1981), 305.

B   Wesley, John. "A Plain Account of Christian Perfection." In *John and Charles Wesley: Selected Writings and Hymns*, edited by Frank Whaling, 299-377. Mahwah, NJ: Paulist Press, 1981.

General introduction or preface to a work (Turabian 17.1.8.1)

N   1.   Peter Erb, introduction to *The Pietists: Selected Writings*, Classics of Western Spirituality, ed. Frank Whaling (Mahwah, NJ: Paulist Press, 1981), 3.

B   Erb, Peter, ed. *The Pietists: Selected Writings*. Classics of Western Spirituality. Mahwah, NJ: Paulist Press, 1983.

Specific volume in a multivolume Work (Turabian 17.1.4.1)

N   1.   John Wesley, *The Works of John Wesley*, vol. 13, *Doctrinal and Covenantal Treatises II*, ed. Paul Wesley Chilcote and Kenneth J. Collins (Nashville, TN: Abingdon, 2013).

B   Wesley, John. *The Works of John Wesley*. Vol. 13, *Doctrinal and Covenantal Treatises II*. Edited by Paul Wesley Chilcote and Kenneth J. Collins. Nashville, TN: Abingdon, 2013.

Volume as part of a series (Turabian 17.1.5)

N   1.   Peter C. Erb, ed. *The Pietists: Selected Writings*, Classics of Western Spirituality (Mahwah, NJ: Paulist Press, 1983).

B   Erb, Peter C., ed. *The Pietists: Selected Writings.* <mark>Classics of Western Spirituality.</mark> Mahwah, NJ: Paulist Press, 1983.

Journal article (Turabian 17.2)

N   1.   J. Steven O'Malley, "The Pietist Link to Wesley's Deathbed Confession," *Wesleyan Theological Journal* 51, no. 2 (Fall 2016): 84.

B   O'Malley, J. Steven. "The Pietist Link to Wesley's Deathbed Confession." *Wesleyan Theological Journal* 51, no. 2 (Fall 2016): 79-88.

Wesley Theological Seminary DMin Project Paper (Turabian 17.7.1)

N   1.   John Smith, "Adult Spiritual formation and Christian Conversion in the United Methodist Church" (DMin thesis, Wesley Theological Seminary, 2013), 975.

B   Smith, John. "Adult Spiritual formation and Christian Conversion in the United Methodist Church." DMin thesis, Wesley Theological Seminary, 2013.

Online sources: ebooks, articles, etc. (Turabian 15.4)

Follow the citation style for a book or journal article as appropriate, then include the resource's URL and the date you accessed it.

N   1.   Connor S. Kenaston, "Methodists and Lynching: Racial Violence and The Methodist Episcopal Church, South, 1880-1930," *Methodist Review* 7 (2015): 31, <mark>accessed December 8, 2016, https://www.methodistreview.org/index.php/mr/ article/view/131/123</mark>.

B   Kenaston, Connor S. "Methodists and Lynching: Racial Violence and The Methodist Episcopal Church, South, 1880-1930," *Methodist Review* 7 (2015): 21-43. <mark>Accessed December 8, 2016. https://www.methodistreview.org/index.php/mr/article/view/131/123</mark>

For other online sources, such as websites, blogs, or social media, see Turabian 17.5

Atlas PLUS, JSTOR, and other commercial library databases (Turabian 15.4.1.4)

Turabian's *Manual* specifies:

> If [a commercial database] lists a recommended URL along with the source, use that one instead of the one in your address bar. A URL based on a DOI, if available, is the best option (see 15.4.1.3). If no suitably short and direct URL exists, however, you may substitute the name of the database for the URL (2018, p. 145).

Biblical Commentaries

Biblical commentaries are cited as any other resource, and follow the appropriate models already provided. Consider the following examples:

Chapter or part of book in an edited collection

N 1. Denise Dombkowski Hopkins, "Judith," in *Women's Bible Commentary*, rev. ed., ed. Carol A. Newsom, Sharon H. Ringe, and Jacqueline E. Lapsley (Louisville, KY: Westminster John Knox 2012), 383-90.

B Hopkins, Denise Dombkowski. "Judith." In *Women's Bible Commentary,* 383-90. Rev. ed. Edited by Carol A. Newsom, Sharon H. Ringe, and Jacqueline E. Lapsley. Louisville, KY: Westminster John Knox 2012.

Volume as part of a series

N 1. Dianne Bergant, *The Song of Songs*, Berit Olam: Studies in Hebrew Narrative and Poetry (Collegeville, MI: Michael Glazier, 2001).

B Bergant, Dianne. *The Song of Songs*. Berit Olam: Studies in Hebrew Narrative and Poetry. Collegeville, MI: Michael Glazier, 2001.

Appendix: Sample Title Page
(where to place the various components of your title page)

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                    Wesley Theological Seminary




                    A Heart Strangely Warmed:
        Reading John Wesley's Sermons in Adult Faith Formation Programs




                    A Project Paper Submitted to
                 the Faculty of Wesley Theological Seminary
                    In Candidacy for the Degree of
                        Doctor of Ministry




                              By
                          John Smith
                        Washington, DC
                          May 2016
```