CONTENTS

1. INTRODUCTION ................................................................. 3

2. USE OF TURABIAN, A MANUAL FOR WRITERS ................. 4

3. PARTS OF THE THESIS OR PROJECT REPORT ................. 4

   Title Page
   Approval Page
   Copyright Notice
   Dedication
   Table of Contents
   List of Tables
   List of Figures or Illustrations
   Preface
   Acknowledgments
   Text
   Appendix or Appendices
   Glossary
   Endnotes
   Bibliography or Reference List

4. STYLE AND FORMAT REQUIREMENTS ............................... 6

   Paper Quality
   Font and Print Styles
   Margins
   Spacing
   Pagination
   Binding

5. PLAGIARISM AND COPYRIGHT ........................................ 7

6. SAMPLE PAGES ............................................................... 8

   Title Page
   Approval Page
   Copyright Notice
   Table of Contents
   Acknowledgments
   Bibliography
1. **Introduction**

   These technical guidelines have been written to assist Bangor Theological Seminary students in the writing of a thesis or project. It is the student’s responsibility to read these guidelines and meet the requirements set forth in them. They are intended to bring consistency to the formatting and submission of documents written by BTS students. If further clarification is needed, please consult with the Librarian.

   For general questions and an overview of the process and procedures of writing a thesis or project (M.A., M.Div.), see the current edition of the Student Guide.

   Submit a **draft** to the Librarian by the appropriate deadline. According to the Student Guide (for M.A. and M.Div. candidates), **this draft is due at least six weeks before the end of the second semester.** This will allow time for the Librarian to look over the draft and suggest changes. The Librarian is concerned with **format, not content.** Content is the concern of the first and second readers.

   **Two (2) complete, signed final** copies of the thesis or project report should be given to the Librarian **at least ten days before the end of the semester.** A check or money order for the binding fee should accompany these final copies. See the current list of fees for the exact amount. Please make checks payable to Bangor Theological Seminary.

   A signed Disclosure Form must accompany the final copies of the thesis or project report.

   The Librarian will notify the Registrar that the thesis/project report has been completed. The copies of the completed thesis or project are bound by the library and become part of its collection. One copy of the thesis or project report is placed in the seminary archives. The second copy is placed in the circulating stacks, and therefore, is accessible to the public (students, faculty, visiting scholars, and examination and accreditation committees). Consequently, the thesis represents not only the achievement of the degree candidate, but its quality serves as a public indicator of the academic standards of the advisor(s) and the Seminary as a whole.
2. **Use of Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations***

In order to ensure consistency in format, use the most recent edition of Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* (Chicago: The University of Chicago Press) for matters of style and grammar (e.g., capitalization and abbreviation), footnotes and endnotes, parenthetical citations, pagination, and bibliography or reference list. A copy of the seventh edition is available for use in the reference section of both libraries or for purchase at the seminary bookstore. This book is also available in most libraries and bookstores.

3. **Parts of the Thesis or Project Report**

Some sample pages are provided at the end of this document.

The following is a list of the parts of a thesis or project report (adapted from Turabian and “Guidelines for Thesis and Dissertation Preparation,” The Graduate School, The University of Maine) in the order in which they should appear in the final copies:

**a. Title Page (required; see sample).** The title page is the first page of the thesis or project report. It is counted as page i, but the number does **not** appear on the page. It should contain the following elements:

- title of thesis or project report
- candidate’s full name (as it appears in BTS records)
- degree(s) already obtained plus name of conferring institution and date
- a statement of fulfilling requirements for the degree sought (M.A.; M.Div.), the institution, the month (May) and year (20XX) of graduation

**b. Approval Page (required; see sample).** It is the student’s responsibility to ensure that this page has been signed by the thesis or project report advisor(s) and reader(s). It is counted as page ii, but the number does **not** appear on the page. It should contain the following elements:
• candidate’s full name

• title of thesis or project report

• full names and titles of advisor and/or reader(s)

• a blank line for signatures of advisor and/or reader(s) and dates of signing

c. Copyright Notice (optional; see sample). Since BTS thesis and project reports are not formally registered with the US Copyright Office, this page is optional. Candidates have full rights as authors of their work whether or not this page is included (see section 5 below). It is counted as page iii, but the number does not appear on the page.

d. Dedication (optional). The dedication, which should be simple and brief, appears (in upper and lowercase) centered about three inches from the top of the page. See Turabian A.2.1 (p. 386) for more details. If included, it is counted as page iv, but the number does not appear on the page.

e. Table of Contents (required; see sample). Place the heading (in ALL CAPS) 1.5 or 2 inches from the top of the page. The table of contents is numbered with a lower case Roman numeral, which should be centered at the bottom of the page. For more details, see Turabian A.2.1 (p. 387).

f. List of Tables (if any). See Turabian A.2.1 (p. 388). If this page is included, it is numbered with a lower case Roman numeral and listed in the table of contents.

g. List of Figures or Illustrations (if any). See Turabian A.2.1 (p. 388). If this page is included, it is numbered with a lower case Roman numeral and listed in the table of contents.

h. Preface (optional; see Turabian A.2.1, p. 289 for more information). If this page is included, it is numbered with a lower case Roman numeral and listed in the table of contents.

i. Acknowledgments (optional; see sample). Place heading (in ALL CAPS) 1.5 or 2 inches from the top of the page. If this page is included, it is numbered with a lower case Roman numeral and listed in the table of contents. For more details, see Turabian A.2.1 (p. 389).
j. **Text of thesis or project report (required).** Begin numbering the pages with Arabic numerals. If you include a page number of the first page of each chapter (optional), center it at the bottom of the page. For the other pages, place the numeral in the upper right corner. This makes your thesis or project report more user-friendly. Begin the text of the first page of each chapter 1.5 or 2 inches from the top of the page. Begin the text of the remaining pages 1 inch from the top of the page.

    If using footnote or endnote citation and a bibliography, see Turabian chapters 16 and 17 for further instruction. If using parenthetical citations and reference list, see Turabian chapters 18 and 19.

k. **Appendix or appendices (optional).** See Turabian A.2.3 (p. 399). If used, place the heading (in ALL CAPS) 1.5 or 2 inches from the top of the page. Continue using Arabic numerals in sequence from the main text.

l. **Glossary (optional, see Turabian A.2.3, p. 403; also A.2.1, p. 390).** A thesis or project report that contains many technical terms, which are unfamiliar to an average reader, should include a list of these terms, followed by their definitions. If included, place the heading (in ALL CAPS) 1.5 or 2 inches from the top of the page. Continue using Arabic numerals in sequence from the appendix.

m. **Endnotes (optional).** Used only with bibliography-style citations. See Turabian A.2.3 (p.403). Continue using Arabic numerals in sequence from the glossary.

n. **Bibliography or References (required; see sample).** Place heading (in ALL CAPS) 1.5 or 2 inches from the top of the page. For more details, see Turabian A.2.3 (p.404). Continue using Arabic numerals in sequence from the main text, endnotes, or glossary.

4. **Style and Format Requirements**

   a. **Paper Quality:** For the final copies, use 8½" by 11" plain, white paper, at least 20 pound weight and at least 25% cotton content. Quality paper has a watermark indicating the cotton content. Such paper is available in the stationery section of most office supply stores (e.g., Staples). The final copies should be submitted unbound in a box, folder, or envelope. Do not staple, fold, or hole-punch the pages.
b. **Font and Print Styles**: The type must be clear, sharp, and of uniform darkness (letter quality). The font size should be 10 or 12. The same standard typeface (e.g., Times New Roman) should be used throughout the thesis or project report. Please do not use **bold** type. Use *italics* for emphasis and for book and journal titles. Print should appear only on one side of each page.

c. **Margins**: Set the top, bottom, and right margins at one inch. The left margin (binding side) should be set at 1.5 inches. On the first page of each major division, the top margin should be 1.5 or 2 inches above the heading.

d. **Spacing**: **Double-space** the text throughout, with the exception of block quotations, which are single spaced and indented from the start of paragraph indentation (see Turabian 25.2.2, p. 350-352).

e. **Pagination**: Each page of the thesis or project report is numbered consecutively. The preliminary pages (beginning with the title page) are numbered with **lowercase Roman** numerals (i, ii, iii, etc.). Each of the preliminary pages are counted in the numbering but not all pages will have the numbers printed on them. The main text and the sections that follow are numbered with **Arabic** numerals (1, 2, 3, etc.).

f. **Binding**: The library will charge a binding fee. See the current list of fees for the exact amount. Please make checks payable to Bangor Theological Seminary.

5. **Plagiarism and Copyright**

**Plagiarism is a serious act of intellectual dishonesty with severe consequences.** Students should be careful in using the work of others and in giving proper citations of such use. Consult The Student Guide or Turabian 7.9 (p.77-80) for more information on plagiarism.

Students who author projects or theses have full rights to their work even if the work is not registered. Bangor Theological Seminary does not own these rights. Registration with the US Copyright Office via Bell Howell Information and Learning (formerly, UMI—University Microfilms) is usually limited to academic doctoral dissertations (e.g., Ph.D., Ed.D.).
6. Sample Pages:

Title Page
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Table of Contents
Acknowledgments
Bibliography