



DOCTOR OF MINISTRY

PROJECT REPORT

FORMATTING GUIDE

June 2021

Formatting Guide

Introduction

This guide covers the basics of academic writing of the Doctor of Ministry (DMin) Project Report in one place: guidelines for formatting papers correctly; writing style tips; examples of citations for a variety of sources, and abbreviations for books of the Bible.

Contact Information:

Office of Doctor of Ministry Programs
Louisville Seminary
800.264.1839 ext. 291

Acting Dean of Black Church Studies and Doctor of Ministry Programs (Fall 2021-Spring 2022)
Dr. Dianne Reistroffer, dreistroffer@lpts.edu

Dr. Angela Cowser, acowser@lpts.edu (Sabbatical Fall 2021-Spring 2022)
Associate Dean of Black Church Studies and Doctor of Ministry Programs

Ms. Melody Hall, mhall@lpts.edu
Administrative Assistant to Black Church Studies and Doctor of Ministry Programs

If you need help with formatting, contact Ms. Bobi Bilz, QC Supervisor, bbilz@lpts.edu.

If you need help with E.M. White Library database research, contact Dr. Anita Coleman, Director of Library Services and Associate Professor of Bibliography and Research, acoleman@lpts.edu.

Table of Contents

DMin Project Report Schedule	4
December 2021 Potential Graduates.....	4
May 2022 Potential Graduates.....	6
Part One: Formatting Papers.....	9
Part Two: Formatting Sample.....	12
DMin Prospectus: Program [Cohorts 2012, 2013, 2014, 2015, 2016 and 2017]	20
DMin Prospectus: Program [Cohorts 2012, 2013, 2014, 2015, 2016 and 2017]	22
DMin Research Project Paper: Program [Cohorts 2012, 2013, 2014, 2015, 2016 and 2017]	25
DMin Social Science Research Prospectus Guide Sheet [Cohort 2020].....	28
DMin Research Project Paper: Social Science Method [Cohorts 2018 and 2019]	32
DMin Research Project Paper: Social Science Method [Cohorts 2018, 2019, and 2020]	35

DMin Project Report Schedule

Doctor of Ministry candidates will follow this schedule:

December 2021 Potential Graduates

- September 1** Candidates will submit a copy of their first full chapter and bibliography to the QC Supervisor by September 1 prior to the DMin candidate's oral examination with the advisor or second reader. The QC Supervisor will respond to the candidate and the two readers with feedback within ten (10) business days.
- September 15** Candidate will submit a copy of the completed work to the QC Supervisor that incorporates any examination changes requested by their advisor, second reader, and those noted in the review of the first full chapter and bibliography by the QC Supervisor.
- October 1** The deadline for oral examinations of project reports is October 1.
- October 15** Submission of the original and one copy of the final project report, as specified below, to the QC Supervisor. This copy should include any corrections in format that were noted in the oral examination. The QC Supervisor will respond to the candidate and the two readers with feedback within ten (10) business days.
- November 1** Submission of the original and one copy of the second correction (if necessary) of the final project report, as specified below, to the QC Supervisor.
- This submission of the project report will be necessary only if the QC Supervisor determines that format changes requested earlier in the process have not been made.
- The QC Supervisor will recommend the approval of the final project format and notify the candidate and the Academic Dean.
- The candidate will obtain the signatures of all readers listed on the approval page before the final print version of the project report is submitted to the library for binding.
- December 1** Submission of two original copies of the final project report, with signed approval page, and payment for binding to the Library to the QC Supervisor.
- January 2022** Project Report sent to the Bindery.

The final library copies will be prepared after the candidate's oral examination and will incorporate changes and corrections recommended or required in the oral review process as well as any format corrections requested by the QC Supervisor.

A \$45.00 charge covers the cost of the binding of two (2) copies which the student donates to the E.M. White Library collection. The charge is \$20.00 for additional copies.

If the project involves original tapes, CD's, DVD's, movies, etc., one (1) copy is to be given to the E.M. White Library along with the two (2) required paper copies of the project report.

The degree of Doctor of Ministry will not be awarded until the QC Supervisor certifies to the Academic Dean that the project report satisfies the specifications outlined in this document.

**May 2022
Potential Graduates**

February 1

Candidates will submit a copy of their first full chapter and bibliography to the QC Supervisor by February 1 prior to the DMin candidate's oral examination with the advisor or second reader. The QC Supervisor will respond to the candidate and the two readers with feedback within ten (10) business days.

February 15

Candidate will submit a copy of the completed work to the QC Supervisor that incorporates any examination changes requested by their advisor, second reader, and those noted in the review of the first full chapter and bibliography by the QC Supervisor.

March 1

The deadline for oral examinations of project reports is March 1.

March 15

Submission of the original and one copy of the final project report, as specified below, to the QC Supervisor. This copy should include any corrections in format that were noted in the oral examination. The QC Supervisor will respond to the candidate and the two readers with feedback within ten (10) business days.

April 1

Submission of the original and one copy of the second correction (if necessary) of the final project report, as specified below, to the QC Supervisor.

This submission of the project report will be necessary only if the QC Supervisor determines that format changes requested earlier in the process have not been made.

The QC Supervisor will recommend the approval of the final project format and notify the candidate and the Academic Dean.

The candidate will obtain the signatures of all readers listed on the approval page before the final print version of the project report is submitted to the library for binding.

April 15

Submission of two original copies of the final project report, with signed approval page, and payment for binding to the Library to the QC Supervisor.

July 2022

Project Report sent to the Bindery.

The original typed or printed manuscript and a second copy of the Doctor of Ministry project report will be presented to the QC Supervisor according to the above schedule.

The final library copies will be prepared after the candidate's oral examination and will incorporate changes and corrections recommended or required in the oral review process as well as any format corrections requested by the QC Supervisor.

A \$45.00 charge covers the cost of the binding of two (2) copies which the student donates to the E.M. White Library collection. The charge is \$20.00 for additional copies.

If the project involves original tapes, CD's, DVD's, movies, etc., one (1) copy is to be given to the E.M. White Library along with the two (2) required paper copies of the project report.

The degree of Doctor of Ministry will not be awarded until the QC Supervisor certifies to the Academic Dean that the project report satisfies the specifications outlined in this document.

Standards for Format

The project report of a Doctor of Ministry candidate will follow the guidelines for text structure, punctuation, footnotes, and bibliography styles outlined in the latest edition of one of the following manuals, except, where this document countermands those guidelines.

The preferred guide is the 9th edition of Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*.¹ Turabian is based on the larger *Chicago Manual of Style*. If answers to formatting questions are not found in Turabian, refer to the latest edition (17th) of the *Chicago Manual*.² An alternate documentation style that may be followed by those in the Marriage and Family Therapy program is that found in the *Publication Manual of the American Psychological Association*, commonly known as APA style.³

Refer to the latest edition either the Turabian Manual or APA Manual for instructions for including illustrations, photographs, oversized material, music, and recorded sound with project reports.

¹ Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th ed. (Chicago: University of Chicago Press, 2018).]

² *The Chicago Manual of Style*, 17th ed. (Chicago: The University of Chicago Press, 2017).

³ *Publication Manual of the American Psychological Association*, 7th ed. (New York: American Psychological Association, 2020).

Part One: Formatting Papers

This section shows how to format the project report so that it follows the standard layout for academic writing, specifically the guidelines recommended in *A Manual for Writers of Research Papers, Theses, and Dissertations*, Ninth edition (commonly referred to as “Turabian”). These guidelines will be used for most papers you write, although in some cases, the professor may specify a different format.

Formatting your papers correctly gives your work credibility and shows your readers that you understand the conventions of academic writing.

Margins

Leave a margin of one (1) inch on all edges of the paper. A margin of one (1) inch applies to headers and footers, footnotes, and images. This should be the default setting in Microsoft Word; if it is not, change it by following these steps:

1. Choose the “Layout” tab on the top menu.
2. Click on the arrow under “Margins” at the left-hand side.
3. Choose “Custom Margins” to set the following margins:
 - a. Top Margin: 2” Title Page; Abstract; Table of Contents; First page of each Chapter; First page of each Appendix; generally, the beginning of each major section of the project report
 - b. Top Margin: 1” Page two (2) of the Table of Contents through the end of the Table of Contents; Second page of a chapter through the end of the chapter; generally the text of the report
 - c. Bottom: 1” All pages
 - d. Left Margin: 1.5” All pages (the extra ½ inch allows space for binding)
 - e. Right:⁴ 1” All pages

Font and size

All papers should use 12 pt. Times New Roman or another readable font such as Cambria. The same font must be used throughout the report. If the default setting for Microsoft Word is not Times New Roman or Cambria 12 point, follow these steps to change it:

1. Place your cursor on the Font menu on the Home tab.
2. Click on the arrow in the right corner of the Font menu.
3. Choose “Regular” under Font style.

⁴ The steps outlined here are for students using Word for Microsoft 365 MSO; depending on the version of Microsoft Word being used, these steps may vary slightly. Search for instructions according to the version being used at support.microsoft.com.

4. Choose “12” under Size.
5. Click “Set as Default” in lower left-hand corner.
6. In the dialogue box, choose to set the default for this document only or for all documents.

Indentation

The first line of each new paragraph should be indented one-half inch. Do not use spacing to indent. Follow these steps to set a one-half inch indentation for the first line as default:

1. Choose “Select All” from the Editing menu on the Home tab.
2. Place your cursor on the Paragraph menu on the Home tab.
3. Click on the arrow in the right corner of the Paragraph menu.
4. Look under the “Special” drop-down menu in the Indentation section.
5. Select “First Line.”

Spacing

Type only one space, not two, between sentences. The text should be double-spaced with no additional spacing before or after paragraphs. Here are the steps for setting double-spacing:

1. Place your cursor on the Editing menu on the Home tab.
2. Click on the arrow next to “Select” to see the pull-down menu.
3. Choose “Select All.”

Block quotations, footnotes, captions, bibliography entries, and long headings should be single-spaced, but with a blank line added between items.

Alignment

The text of the paper should be left-justified—aligned at the left-hand side. It should not be right-justified—aligned at the right-hand side. Here are the steps to set this alignment as default:

1. Place your cursor on the Paragraph menu on the Home tab.
2. Choose the “Align Left” image at the far left.

Paper heading

Paper headings may differ depending on the professor’s instructions; if no guidelines are given, include a heading at the top left margin of the first page with the following information: 1) your name; 2) professor’s name; 3) course name; and 4) date. The heading should be double-spaced. Do *not* type this into a header using the header function because it will appear on every page.

Paper title

Except for journal entries, discussion-forum posts, and other short writing assignments, most papers should have a title. Skip a line after the paper heading and center your title. Do *not* use underlining, bold type, all upper-case letters, or italic type (unless you are referring to the title of a book or journal).

Title page

The standard format for a title page includes the title, centered, one-third of the way down the page. On the lower one-third of the page, type your name on one line, the course title on the next line, and the date on the line below that.

Page numbers

No number should appear on the title page. The remaining pages of the paper should be numbered with Arabic numerals, beginning with 1 and running consecutively until the end. Page numbers should be centered at the foot of the page, at least three-fourths of an inch from the bottom edge. Here are the steps for creating automatic page numbers in the document:

1. Choose the “Insert” tab next to the “Home” tab on the top menu.
2. Place your cursor on the Header & Footer menu.
3. Click on the arrow next to “Page Number” to see the pull-down menu.
4. Click on the right arrow next to “Bottom of Page.”
5. Move your cursor to the left to choose “Plain Number 2.”

Footnotes/endnotes

Whether you *quote* from a source (use the exact wording of the original text); *paraphrase* (restate the author’s ideas in your own words); *summarize* (present a condensed version of the material); or *use an idea* (refer to concepts or theories from the original source), you must cite it with a footnote/endnote!

- The footnote provides specific location information for a quotation, paraphrase, or reference included in your writing—in case a reader wants to refer to a source.
- Footnotes, which are most often used in seminary papers, are placed at the bottom of the page. Endnotes appear at the end of the paper, labeled as “Notes.”
- Complete source information includes the author, title, publisher, place of publication, date, page number, etc. See pages 15–25 of this guide, “Part Three: Citing Your Sources,” for examples of different footnotes/citations.
- The first time a note appears, it needs to provide complete source information.
- After the first time, when a source is mentioned, it can appear in a shortened form, which includes the author’s last name, a shortened version of the title, and the page number.
- Footnotes should be single-spaced, with one blank line between each.
- The first line of each footnote is indented one-half inch (like a paragraph), and all subsequent lines are aligned with the left margin.
- You also can use footnotes to cross-reference other pages in the paper, comment on material in more detail, or acknowledge other writers and researchers.

Follow these steps to insert footnotes into your paper:

1. Choose the “References” tab on the top menu.
2. In the Footnotes menu, click on “Insert Footnote.”
3. A number will appear after the text and at the bottom of the page.
4. Type in complete source information after the number at the bottom of the page.

Bibliography

The bibliography is a list of sources used in your paper. It includes the same information as the footnote but is formatted slightly differently and does not include a page number.

- Bibliography entries should be alphabetized by the author’s last name.
- If there is more than one entry by the same author, arrange them alphabetically by title (ignoring articles like “a” and “the”).
- Each entry should use a “hanging indent,” with the first line aligned with the left margin and all subsequent lines indented one-half inch. Entries should be single-spaced.
- Leave one blank line between each entry.

Paper

After the formatting of your project has been approved:

- The original copy and the second copy of the DMin project must be printed on high-quality, durable, 20 pound, 100% rag/cotton content (sometimes called Archival), 8 ½ x 11 inch paper. There are several sources locally for the kind of paper required for the original copy (in Louisville: Office Depot and Staples). Use a laser or ink-jet printer for printing the original copy.
- Additional copies that the student wants bound can be on the paper of their choice.
- Only “letter quality” print will be accepted. “Near letter quality” is not acceptable because subsequent copies made with photocopiers and microfilm are not as clear.
- Any printouts to be submitted as part of the report that are larger than the standard 8 ½ x 11 inch page size should be reduced to the standard size paper.
- The reduced print cannot be smaller than elite type and should be of dark, clear, good quality. Margin requirements hold for such reductions as well.

Corrections

Corrections of errors, other than by clean erasure, are not acceptable. Do not use liquid correction fluid or correction tape. Corrections on copies of the report are not acceptable.

Part Two: Formatting Sample

Order of Pages in Completed Project Report

1. Title page
2. Approval page signed by your two readers, and the Director of the DMin Program
3. Dedication (if any)
4. Abstract page
5. Table of contents
6. List of illustrations (if any)
7. List of tables (if any)
8. Acknowledgments (if any)
9. List of abbreviations (if any)
10. Main body of the project report
11. Appendix (if any)
12. Bibliography

Examples of the title page, the approval page, the table of contents, chapter headings and placement of subheadings within the text, and the footnotes follow.

(Sample Page)

BAPTISM AND APOCALYPTIC IN PAUL

A Project Report

Presented to

The Faculty of

Louisville Presbyterian Theological Seminary

Louisville, Kentucky

In Partial Fulfillment

of the Requirements for the Degree

Doctor of Ministry

by

Richard Paul Tollitson

June 2020

(This page's margins are 2" top, 1.5" left, 1" bottom, 1" right. The rest of the information should be centered on the page.)

(Sample Page)

The Doctor of Ministry Project of *(Insert Student's Name)* is approved.

*(10 single spaces,
write on 10th line)*

Dr. Marion Soards *(Date Signed)*

*(8 single spaces,
write on eighth line)*

Dr. Susan R. Garrett *(Date Signed)*

Dr. Angela Cowser *(Date Signed)*

(the signature line is roughly 4" long)

(This page's margins are 2" top, 1" bottom, 1.5" left, 1" right.)

ABSTRACT

(maximum 100 words) A concise summary of the ministry problem/situation, research method, and conclusion(s). Follow American Theological Library Association Guidelines:

- Write in complete sentences, preferable in the 3rd person active voice
- Be brief, write no more than 100 words
- State the ministry problem or situation
- Describe the research method
- State the results/conclusion of the research

(Sample Page – 2” top margin, 1” bottom margin)

TABLE OF CONTENTS

Chapters		Page
ONE	THE PROBLEM AND DEFINITIONS OF TERMS USED	1
	The Problem.....	1
	Statement of the problem	2
	Importance of the study	4
	Definition of the Terms Used	6
TWO	THE RELATION OF THE OLD TESTAMENT AND THE NEW TESTAMENT	8
	The Old Testament and the Gospel.....	18
	Prophecy and fulfillment.....	27
	Typological interpretations	32
	The Old Testament Philosophy History	43
	The New Testament Philosophy of History	57
	Lowith’s view	64
	Bultmann’s view	79
	The rejoinder of Barth.....	89
	The rejection by Tillich.....	97
THREE	APPLICATION OF FORM CRITICISM.....	108
	BIBLIOGRAPHY	114

(Sample Page, top margin 2")

CHAPTER ONE

THE PROBLEM AND DEFINITION OF TERMS USED

The chapter is the major division of a research paper. Further division of chapters is shown on this page.

The Problem

The first division of the chapter is indicated by a centered heading, capitalized headline style. The spacing is 3 lines before the heading (type on third line) and double space after the heading. If two headings are together with no text between double space as indicated in the chapter and chapter title.

Statement of the Problem

The second level division is side heading capitalized headline style. This should be the second division within the chapter in your table of contents.

Third level if needed

The third level if needed is side heading in text type, capitalized sentence style.

Fourth level if needed is a paragraph side head that starts after the usual paragraph indentation of six spaces. Only proper nouns and adjectives are capitalized. The underscoring is unbroken. It is a division of the third level.

Paragraphs not introduced by a paragraph side head are begun two spaces down from the previous paragraph. Paragraph side heads are not required for all paragraphs.

If you have more divisions than these basic four, you may follow the divisions as set out in *Turabian* or *Chicago of Style manual*.

The second page of the main body of the paper is numbered in the upper right hand corner, one inch (six single spaces, write on the sixth line) from the top of the page.

The page number is aligned with the right margin of the typewritten line.

The body of the text on the second page and following should begin two single spaces below the page number (on the eighth line). Most word processing programs will perform automated pagination and spacing when the format is correctly set.

Another explanation of the levels of headings used in formatting the project

Levels of Headings

The major levels of headings used by LPTS are formatted as follows:

CENTERED UPPERCASE HEADING	(chapter heading)
Centered, Headline Style	(first level heading)
Side Heading, Capitalized Headline Style, Bolded	(second level heading)
Side heading in text type, capitalized sentence style	(third level heading)
<u>Underlined, and indented paragraph side head,</u>	(fourth level heading)

(If you have more divisions than these basic four, follow the divisions as set out in *Turabian* or *The Chicago Manual of Style*.)

(Below — an example of chapter using all five levels of headings and the required formatting)

CHAPTER ONE

DEFINING THE PROBLEM

Particular Nuances of the Difficulty Presented in the Problem

Rhetorical Analysis

Language as a barrier to understanding

Deconstructing this barrier.

Louisville Presbyterian Theological Seminary Doctor of Ministry PROSPECTUS : PROGRAM
[Cohorts 2012, 2013, 2014, 2015, 2016 and 2017]
Made Operational From the Guide to Writing a DMin Project Report in the 2012-2017 DMin Handbook

	Element	Length	Notes
0	Working Title		
1	The Problem or Situation in Ministry	1-2 paragraphs, SS	
2	Why You've Chosen this Problem or Situation Instead of Another	1 paragraph, SS	
3	Expertise You Bring to the Task	1 paragraph, SS	
4	Interpretation of the Problem/Situation Through <ul style="list-style-type: none"> ● Historical Theology [2-3 authorities and their interpretation of the problem/situation] ● Contemporary Theology [2-3 authorities and their interpretation of the problem/situation] ● Scripture [2-3 authorities and their interpretation of the problem/situation] 	<ul style="list-style-type: none"> ½ page, SS ½ page, SS ½ page, SS 	<p>Work with your readers to select readings appropriate to your topic.</p> <p>Refer back to DMin Seminars, APCs and Independent Studies you've done. Those courses should (help) populate this portion of the Prospectus.</p>
5	Interpretation of the Problem/Situation Through Allied Disciplines [choose 3 that work for your project] <ul style="list-style-type: none"> ● Economics ● History ● Psychology ● Political Science ● Sociology ● Art ● Philosophy ● Anthropology ● Geography 	<ul style="list-style-type: none"> ½ page, SS ½ page, SS ½ page, SS ½ page, SS ½ page, SS ½ page, SS ½ page, SS ½ page, SS ½ page, SS 	<p>Work with your readers to select 3 allied disciplines and the readings appropriate to your topic.</p> <p>Refer back to DMin Seminars, APCs and Independent Studies you've done. Those courses should (help) populate this portion of the Prospectus.</p>
6	Research Method <ul style="list-style-type: none"> ● Using the CIPP [context-input-process-product] model, develop the program[s] which addresses the problem/situation you have identified 	1-2 pages, SS	<p>What is your context? What is the intervention or input planned? What is the intervention/research plan (see below)? What is the product or outcome that you seek? Please see Dr. Dianne Reistroffer for more information on the CIPP Evaluation Model.</p>
7	Research Plan <ul style="list-style-type: none"> ● Who ● What 	1 page, SS	Be specific about your intervention: who will talk to/interview/teach; what

	<ul style="list-style-type: none"> • When • Where • Why • How 		will you teach, ask/when will you do that/where will you do that/why will you do that/how will you do that (interviews, questionnaires, etc.)
8	Timeline to Complete Prospectus and Gain Approval <ul style="list-style-type: none"> • Secure 2 readers. • Write 1st Draft • Submit draft to your readers. Give your readers at least 1 month from submission to read • Expect to revise the draft several times - build time for redrafting into your timeline - 2-4 months • Once the prospectus is approved by both readers, work with Mel (mhall@lpts.edu) to put together the approved prospectus, the Project Registration form and IRB form. All three documents go to Dean Debra Mumford [dmumford@lpts.edu] as a packet. • Wait for IRB approval. Once you receive IRB approval, you are free to begin your research. • Begin your research. Use your Research Plan as a guide. Revise it as you go along. • Be proactive. Email your readers to advise your progress, problems, questions • When we offer a Writing Retreat, participate either in residence here at LPTS or via Zoom or phone. 		Do not begin research until you have received IRB approval.
9	Working Bibliography	1-2 pages, SS	See Bobi Bilz for correct format. Get that right now. It will save you time and pain at the defense table.
10	The entire Prospectus should be no more than 10 pages, SS.		

Louisville Presbyterian Theological Seminary Doctor of Ministry PROSPECTUS: PROGRAM METHOD

For Cohorts 2012, 2013, 2014, 2015, 2016, and 2017

Made Operational from the Guide to Writing a DMin Project Report in the 2012-2017 DMin Handbook

Please email your drafts to your readers as a single-spaced (SS) document. Thank you.

	Element	Length	Notes
0	Working Title		
1	The Problem or Situation in Ministry	1-2 paragraphs, SS	
2	Why You've Chosen this Problem or Situation Instead of Another	1 paragraph, SS	
3	Expertise You Bring to the Task	1 paragraph, SS	
4	Interpretation of the Problem/Situation Through <ul style="list-style-type: none"> ● Historical Theology [2-3 authorities and their interpretation of the problem/situation] ● Contemporary Theology [2-3 authorities and their interpretation of the problem/situation] ● Scripture [2-3 authorities and their interpretation of the problem/situation] 	1 ½ pages, SS ½ page, SS ½ page, SS ½ page, SS	Work with your readers to select readings appropriate to your topic. Refer back to DMin Seminars, APCs and Independent Studies you've done. Those courses should (help) populate this portion of the Prospectus.
5	Interpretation of the Problem/Situation Through Allied Disciplines [choose 3 that work for your project] <ul style="list-style-type: none"> ● Economics ● History ● Psychology ● Political Science ● Sociology ● Art ● Philosophy ● Anthropology ● Geography 	1 ½ pages ½ page, SS ½ page, SS ½ page, SS ½ page, SS ½ page, SS ½ page, SS ½ page, SS ½ page, SS ½ page, SS	Work with your readers to select 3 allied disciplines and the readings appropriate to your topic. Refer back to the DMin Seminars, APCs and Independent Studies you've completed. Those courses should (help) populate this portion of the Prospectus.

6	<p>Research Method</p> <ul style="list-style-type: none"> Using the CIPP [context-input-process-product] model, develop the program[s] which addresses the problem/situation you have identified 	1-2 pages, SS	<p>What is your context? What is the intervention or input planned? What is the intervention/research plan (see below)? What is the product or outcome that you seek?</p>
7	<p>Research Plan</p> <ul style="list-style-type: none"> Who What When Where Why How 	1 page, SS	<p>Be specific about your intervention:</p> <ul style="list-style-type: none"> who will you teach; what will you teach; when will you teach; where will you teach; why will you teach; how will you teach (interviews, questionnaires, etc.)
8	<p>Timeline to Complete Prospectus and Gain Approval</p> <ul style="list-style-type: none"> Secure 2 readers. Email mhall@lpts.edu to advise Mel so that we have the correct information in your file. Write 1st Draft Submit draft to your readers. Give your readers at least 1 month from submission to read and respond. Expect to revise the draft several times - build time for redrafting into your timeline - 2-4 months Once the prospectus is approved by both readers, work with Mel (mhall@lpts.edu) to put together the approved prospectus, the Project Registration form and IRB form. All three documents go to the dean Debra Mumford at dmumford@lpts.edu as a packet. Wait for IRB approval. Once you receive IRB approval, you are free to begin your research. Begin your research. Use your Research 	1-2 pages, SS	<p>Do not begin research until you have received IRB approval.</p> <p>Consider your professional [Advent, Lent, etc.] and personal calendar of commitments as you draft your Timeline.</p> <p>Remember also to expect your prospectus and/or research project paper to come back to you for revisions. Build that into your Timeline.</p> <p>Also take into consideration your readers' sabbatical schedules. While there are exceptions to the rule,</p>

	<p>Plan as a guide. Revise it as you go along.</p> <ul style="list-style-type: none"> ● Be proactive. Email your readers to advise your progress, problems, questions ● When we offer a Writing Retreat, participate either in residence here at LPTS or via Zoom or phone. 		<p>professors typically do not respond to email/phone calls during their sabbaticals, which are either 6 months or 1 year in length. Mel can email you the latest sabbatical schedule.</p>
9	Working Bibliography	1-2 pages, SS	<p>See Bobi Bilz for correct format. Get that right, now. It will save you time post-defense.</p>
10	The entire Prospectus should be no more than 8-10 pages, SS.		

**Louisville Presbyterian Theological Seminary Doctor of Ministry RESEARCH PROJECT PAPER:
PROGRAM**

For Cohorts 2012, 2013, 2014, 2015, 2016, and 2017

**Made Operational from the Guide to Writing a DMin Project Report in the 2012-2017 DMin
Handbook**

Please email your drafts in as a single-spaced (SS) document. Thank you

	Elements	Length	Notes
	<p>FRONT MATTER</p> <p>1/ Title Page 2/ Approval Page, which appears just after the title page. It will be signed by your 1st reader, 2nd reader, and the Associate Dean of the DMin program 3/ Dedication Page (optional), on which the writer may express appreciation for persons who have contributed to the Project in any way 4/ Abstract Page (maximum: 100 words). This is a concise summary of the ministry problem/situation, research method, and conclusion(s). Follow American Theological Library Association guidelines as follows:</p> <ul style="list-style-type: none"> ● Write in complete sentences, preferably in the 3rd person active voice. ● Be brief; write no more than 100 words. ● State the ministry problem or situation ● Describe the research method ● State the results/conclusion of the research. <p>5/ Table of Contents, listing title and page numbers for chapters & major sub-sections. 6/ List of Illustrations or Photographs [if any] 7/ List of Tables [if any] 8/ Acknowledgements [if any] 9/ List of Abbreviations [if any]</p>		<p>See Bobi Bilz for the Approval Page. Bobi and Mel will work together to get the Approval Page signatures.</p>
	<p>MAIN BODY OF THE REPORT</p>		
	<p>Chapter 1: Your Research Project: Ministry Context and the Situation or Problem in Ministry</p> <ul style="list-style-type: none"> ● State the purpose of your research project ● Describe your ministry context and the situation/problem in ministry by 	<p>4,000 - 4,800 words or 8-9 pages, SS</p> <ul style="list-style-type: none"> ● 1 page ● 3 pages 	<p>Consider using the bullet points as sub-headers in your work.</p>

	<p>describing the circumstances - historical and contemporary - and the context using demographics and identity characteristics of the ministry setting and the situation/problem.</p> <ul style="list-style-type: none"> ● Identify questions for ministry posed by the situation. Include(1) questions related to the mission of the church,(2) current ways of doing ministry, and (3) your best hunch about an effective response to the situation/problem, keeping in mind the pastoral and prophetic witness of the church to the larger world 	<ul style="list-style-type: none"> ● 4 pages 	
	<p>Chapter 2: Practical Theological Reflection on your Situation or Problem in Ministry In light of</p> <ul style="list-style-type: none"> ● Historical theology ● Contemporary theology ● Scripture ● Allied disciplines [education, sociology, economics, history, psychology, political science, sociology, art, philosophy, anthropology, geography] <p>Describe the connection between your specific project and the ministry/situation you described above.</p>	<p>6,000 - 8,000 words or 12-14 pages, SS</p> <ul style="list-style-type: none"> ● 3 pages ● 3 pages ● 3 pages ● 3 pages 	<p>Consider using the bullet points as sub-headers in your work.</p>
	<p>Chapter 3: Research Methodologies Using the CIPP [context-input-process-product] model, describe in detail the research you did to determine</p> <ul style="list-style-type: none"> ● The design of your project ● The means of carrying it out ● Describe the research instruments (questionnaires, interviews, surveys, group interviews, etc.) you developed and used to conduct your research. ● Describe in detail research you did in allied disciplines related to your project, e.g., religious education, pastoral psychology, leadership studies, youth development, etc. 	<p>3,000 words or 6 pages, SS</p> <ul style="list-style-type: none"> ● 1 ½ pages ● 1 ½ pages ● 1 ½ pages ● 1 ½ pages 	<p>Consider using the bullet points as sub-headers in your work.</p>

	<p>Chapter 4: Project Implementation and Findings Describe the implementation of the Project. What did you do, when did you do the research, with whom did you do the research, where did you conduct the research, and how did you conduct the research?</p> <p>Describe the outcomes of the Project:</p> <ul style="list-style-type: none"> ● What were your findings? ● Did your findings confirm your initial hunch or contradict it? ● What means of evaluation did you use to assess program effectiveness? 	<p>4,000-4,500 words or 8-9 pages, SS</p> <ul style="list-style-type: none"> ● 2 ½ pages ● 2 ½ pages ● 2 ½ pages 	<p>Consider using the bullet points as sub-headers in your work.</p>
	<p>Chapter 5: Reflection</p> <ul style="list-style-type: none"> ● Describe your experience of carrying out the project and what you learned. ● Describe how your project contributes to the practice of ministry and a theology of ministry more broadly. ● What are the implications of your Project for further research in the practice of ministry? 	<p>1,000 - 2,000 words or 2-4 pages, SS</p> <ul style="list-style-type: none"> ● 1 page ● 1 page ● 1 page 	<p>Consider using the bullet points as sub-headers in your work.</p>
	<p>BACK MATTER</p>		
	<p>Appendices</p> <ul style="list-style-type: none"> ● All measurements tools and raw data collected appear here. Curricular material and full interview transcripts may also be included in this section. 	<p>No word limit</p>	<p>Include all research instruments, e.g., questionnaires, surveys, interview sheets, etc.</p>
	<p>Bibliography of Resources Used and Cited</p>		
	<p>The entire Research Project Paper should be between 36-42 pages, SS, excluding front and back matter.</p>		

Revised Friday, September 27, 2019

**Louisville Presbyterian Theological Seminary Doctor of Ministry Program
Social Science Research Prospectus Guide Sheet for DMin Cohort 2020
Printing and Emailing Instructions: Please print and email the document as a single-spaced [SS] document
with page numbers and the elements listed below as headers in your paper.
THE PROSPECTUS SHOULD BE NO MORE THAN 10 PAGES, SS**

	Elements	Length	Notes
	Track and Track Leader		Your track can change. My recommendation is that track changes happen no later than Seminar 2.
0	Working Title		
1	Research Problem	1 paragraph [ss]	
2	Research Purpose Statement	1 paragraph [ss]	
3	Research Question(s)	1 paragraph [ss]	<ul style="list-style-type: none"> ● Use bullet points to enumerate ● If you have multiple research questions, designate which question is the main question and the secondary questions.
4	Working Hypothesis	1 paragraph [ss]	
5	Key Concepts and Scholarly Definitions [no more than 1-4/concept]	4-5 paragraphs [ss]	<ul style="list-style-type: none"> ● Use 1 paragraph for each concept. Include scholarly definitions of concepts. ● Connect each key concept back to the problem, purpose statement, research questions, and/or hypothesis
6	Methods [connect your methodological choices back to your research questions]	2-3 paragraphs [ss]	Include <ul style="list-style-type: none"> ● Kind of research [basic, applied, exploratory, descriptive, explanatory, evaluative, qualitative, quantitative, mixed methods] ● Research approach [narrative, phenomenology, case study,

			<p>ethnography, grounded theory</p> <ul style="list-style-type: none"> ● Philosophical assumptions [ontological, epistemological, axiological] ● Interpretative frameworks [postpositivism, social constructivism, transformation, postmodern] ● Methodology [inductive, emerging, and shaped by your experience in collecting-analyzing-writing up the data] ● Theory [feminist, critical theory, critical race theory, queer theory, disability theory] ● Population/Sample/Variables
7	Research Plan	1 page [ss]	<ul style="list-style-type: none"> ● Wait until Seminar 4 to complete
8	Theological and Philosophical Literature Review	1-2 pages [ss]	<p>Talk to your Track Leader, Readers, Other Professors, Associate Dean + Reference Librarians @ this:</p> <ul style="list-style-type: none"> ● Bible/Scripture: 2-3 scriptural authorities and their interpretation of the problem ● Theology: 2-3 denominational or doctrinal authorities and their interpretation of the problem ● Practical: 2-3 practical theological authorities and their interpretation of the problem

			<ul style="list-style-type: none"> Philosophy: 2-3 philosophical/scientific authorities and their interpretation of the problem
9	Social Scientific Literature Review	1-2 pages [ss]	<p>Talk to your Track Leader, Readers, Other Professors, Associate Dean + Reference Librarians @ this:</p> <p>Work only on Race, Class, Gender for Seminar 1</p> <ul style="list-style-type: none"> Race: 1-2 authorities on race and their interpretation of the problem [Green Reader] Class: 1-2 authorities on class and their interpretation of the problem [Green Reader] Gender: 1-2 authorities on gender and their interpretation of the problem [Green Reader] History: 1-2 authorities on the history of the problem and their interpretation of the problem Psychology: 1-2 psychological authorities and their interpretation of the problem Economics: 1-2 economic authorities and their interpretation of the problem <p>The other subjects will get filled out in independent studies, APCs and in other seminars.</p>
10	Bibliography	1-2 pages [ss]	List citations under key concept subheadings

11	Protocols	As necessary	<p>Examples:</p> <ul style="list-style-type: none"> ● Congregational Questionnaire ● Interview Interviews ● Participant Observation ● Informed Consent Form ● Archival Materials ● Photographs ● Literature ● Visual Images
12	Timeline to Graduate	1 page [ss]	<ul style="list-style-type: none"> ● Start Coursework [strategic management of time] ● Finish Coursework [2 readers should be chosen and secured] ● Revise Prospectus ● Prospectus approved by 1st + 2nd readers [complete form; attach approved prospectus] ● IRB approval [complete form, if necessary] ● Start research ● Write up findings ● Submit Project Report to readers ● Revise ● Readers designate with Project Report is ready for defense ● Defense date scheduled ● Defend successfully ● Project Report correctly formatted ● Graduation

Revised: Friday, January 17, 2020, 1.12am EST - Revision #4

**Louisville Presbyterian Theological Seminary Doctor of Ministry
RESEARCH PROJECT PAPER: SOCIAL SCIENCE METHOD
For Doctor of Ministry Cohorts 2018 and 2019**

All research project papers must follow the same structure for delivering their content.

	Elements	Length	Notes
A	A title page, which appears first in the volume	1 page	Please note: Elements A-H are called Front Matter.
B	An approval page which appears just after the title page	1 page	<ul style="list-style-type: none"> ● It will be signed by your Track Leader and your 1st and 2nd readers
C	A dedication page (optional)	1 page	<ul style="list-style-type: none"> ● Candidates may express appreciation for persons who have contributed to the project in any way.
D	An abstract page	Maximum 100 words	<p>A concise summary of the argument, findings and conclusions. Follow the American Theological Library Association guidelines as follows:</p> <ul style="list-style-type: none"> ● Write in complete sentences, preferable in the 3rd person active voice ● Be brief; write no more than 100 words ● The argument includes: the research problem, research purpose, research questions, working hypothesis, key concepts, and methodology.
E	A table of contents		List titles and page numbers for chapters and major sub-sections
F	A list of illustrations or photographs (if any)		
G	A list of tables (if any)		
H	List of abbreviations (if any)		
I	Chapter 1 - The Argument	4000 -4800 words	<ul style="list-style-type: none"> ● Research Problem ● Research Purpose ● Research Question(s) ● Working Hypothesis ● Key Concepts ● Description of the Ministry Site ● Explanation of Why the Problem/Objective is Appropriate to the Ministry Site
J	Chapter 2 - The Theological and Philosophical Literature Review	4000- 4500 words	<ul style="list-style-type: none"> ● Summarize the arguments of key Bible/Scripture authorities and their interpretation of the problem/Describe

			<ul style="list-style-type: none"> Summarize the arguments of key Theological authorities and their interpretation of the problem Summarize the arguments of key Practical Theological authorities and their interpretation of the problem Summarize the arguments of key Philosophical authorities and their interpretation of the problem
K	Chapter 3 - The Social Scientific Literature Review	4000-4500 words	<ul style="list-style-type: none"> Summarize the arguments of key Race authorities and their interpretation of the problem Summarize the key Class authorities and their interpretation of the problem Summarize the key Gender authorities and their interpretation of the problem Summarize the arguments of key Historical authorities and their interpretation of the problem Summarize the arguments of key Psychological authorities and their interpretation of the problem Summarize the arguments of key Economics authorities and their interpretation of the problem <p>Race, Class, and Gender authorities are mandatory. The remaining interpretative lenses - history, psychology, and economics may fit your work. If they do not, feel free to select other interpretive lenses: political science, anthropology, the arts, etc. if they better fit your project.</p>
L	Chapter 4 - Methodology and Research Plan	3000 words	<ul style="list-style-type: none"> Describe the research methodologies used Describe your research plan [past tense]
M	Chapter 5 - Results, Findings, and Interpretation of Data	4000-4500 words	
N	Chapter 6 - Conclusions	3000 words	<ul style="list-style-type: none"> Conclusions Implications of the Project Next Steps for the Specific Ministry Setting or Other Ministry Settings Lessons you Learned Lessons Learned for those who would replicate the Project
O	Appendices	No word count	<ul style="list-style-type: none"> All protocols and measurements tools used

P	Bibliography	No word count	<ul style="list-style-type: none">• Include all resources read and used, whether referenced in the Research Paper or not
----------	---------------------	---------------	--

1000 words equals 4 double-spaced pages
Revised Sunday, October 11, 2020, 2.10pm EST

Louisville Presbyterian Theological Seminary Doctor of Ministry RESEARCH PROJECT PAPER: SOCIAL SCIENCE METHOD

For Doctor of Ministry Cohorts 2018, 2019, and 2020.

All research project papers must follow the same structure for delivering their content.

	Elements	Length	Notes
A	A title page, which appears first in the volume		
B	An approval page which appears just after the title page		It will be signed by your Track Leader or Advisor (if you have one) and your 1st and 2nd readers
C	A dedication page (optional)		Candidates may express appreciation for persons who have contributed to the project in any way.
D	An abstract page	Maximum 100 words	A concise summary of the argument, findings and conclusions. Follow the American Theological Library Association guidelines as follows: <ul style="list-style-type: none"> • Write in complete sentences, preferable in the 3rd person active voice • Be brief; write no more than 100 words • State the problem, research questions, working hypothesis, method of study, and your findings/results.
E	A table of contents		List titles and page numbers for chapters and major sub-sections
F	A list of illustrations or photographs (if any)		
G	A list of tables (if any)		
H	List of abbreviations (if any)		
I	Chapter 1 - The Argument	4000-4800 words	<ul style="list-style-type: none"> • Introduction of the Problem/Objective • Research Questions • Working Hypothesis • Proposed Intervention • Description of the Ministry Site • Explanation of Why the Problem/Objective is Appropriate to the Ministry Site

J	Chapter 2 - The Literature Review	4000-4500 words	<ul style="list-style-type: none"> Summarize the arguments of key Scripture authorities and their interpretation of the problem/Describe Summarize the arguments of key Tradition authorities and their interpretation of the problem Summarize the arguments of key Experience authorities and their interpretation of the problem Summarize the arguments of key Reason authorities and their interpretation of the problem
K	Chapter 3 - The Literature Review	4000-4500 words	<ul style="list-style-type: none"> Summarize the arguments of key Race, Class, and Gender authorities and their interpretation of the problem Summarize the arguments of Key Economics authorities and their interpretation of the problem Summarize the arguments of Key Sociological authorities and their interpretation of the problem Summarize the arguments of key Psychological authorities and their interpretation of the problem
L	Chapter 4 - Methodologies and Research Plan	3000 words	<ul style="list-style-type: none"> Describe the research methodologies used Describe your research plan
M	Chapter 5 - Results and Findings of the Project and Interpretation of Data	4000-4500 words	
N	Chapter 6 - Conclusions	3000 words	<ul style="list-style-type: none"> Conclusions Implications of the Project Next Steps for the Specific Ministry Setting Lessons you Learned Lessons Learned for those who would replicate the Project
O	Appendices	No word count	<ul style="list-style-type: none"> All protocols and measurements tools used
P	Bibliography	No word count	<ul style="list-style-type: none"> Include all resources read and used, whether referenced in the Research Paper or not

1000 words equals 4 double-spaced pages
Revised Tuesday, December 17, 2019