

Thesis Program Information and Writing Guide (Revised 2012)

Providence Theological Seminary

Admission to the Program

Students are admitted to a thesis program in accordance with the regular procedure described in the catalogue for all degree programs under the admissions policy. Admission to the program does not constitute candidacy for the degree.

Candidacy for the Degree

Acceptance to candidacy will occur when:

1. **The registrar** (or his representative) has certified that all deficiencies have been removed, all necessary tuition (and/or fees) has been paid, and that the student has met all other requirements as stipulated in the catalogue.
2. **The course** IN6450 Research Methods has been successfully completed.
3. **The library style-checker** has provided a pass grade to the Research Methods professor as part of the successful completion of IN6450 Research Methods. This grade will evaluate bibliographic and footnote style for acceptable form.
4. **The department** has accepted the thesis proposal upon the recommendation of the thesis advisor.

Completion of the Thesis

No thesis supervision beyond the proposal will be provided until all candidacy requirements are met, including the payment of the thesis fee. Specific thesis guidelines and date deadlines (see sections 2.5 and 2.8 below) must be met. Graduation may be delayed if course completion and/or thesis deadlines are not met.

1. **The thesis advisor** is usually a resident faculty member in the discipline of the student's thesis. This will be established during the process of the student's thesis proposal, when the area of interest has been identified and the appropriate faculty advisor is selected.
2. **The second reader** may be another resident faculty member but is frequently an outside reader. The process generally followed is:

- 2.1 The thesis student chooses a second reader, in consultation with the thesis advisor.
- 2.2 When a suitable individual has been identified, the student and the advisor will determine together who should contact the individual to inquire about his or her willingness to serve in this capacity. The initial contact should inform the potential reader of the expectations for the role and of the remuneration that is provided. Second readers will generally be asked only to read the completed first draft, but if they prefer, they could receive the material a chapter at a time after revisions have been made to accommodate suggestions by the thesis advisor. An oral defense is not required but it may be requested by the student if the logistics can be arranged and no additional expense is incurred by the Seminary.
- 2.3 When a person has agreed to serve as external second reader, the thesis advisor contacts him/her and establishes the process that will be followed.
- 2.4 The process by which the student submits work to the thesis advisor will be established in consultation with the advisor.
- 2.5 The completed first draft will be submitted to the library style-checker. Only when the style-checker has indicated to the professor that an acceptable pass level has been granted may the thesis be submitted to the registrar.
- 2.6 When the first draft is completed through this process, two copies are given to the registrar who gives them to the advisor. If s/he is basically satisfied with the work a copy will be sent to the second reader. Theses must be submitted no later than the first Tuesday in February in the year of graduation.
- 2.7 The second reader will send comments and suggestions directly to the thesis student and will send a general assessment of the work to the thesis advisor.
- 2.8 When the student has made final revisions, three copies of the final draft are given to the thesis advisor, who passes them on to the registrar for binding and informs the registrar of the grade assigned. Decision concerning the grade is the prerogative of the thesis advisor, who will take into account the response of the second reader and the amount of work required from the advisor to produce an acceptable thesis. Final drafts are to be submitted by the first Tuesday in April of the year of graduation.

Thesis Printing and Binding

Upon approval of the thesis:

1. **The thesis advisor** will deliver at least three final copies to the office of the registrar for official distribution. Signature pages are required for all copies to be bound. Of the three copies, two are retained in the Providence Library and one is microfilmed for the National Library of Canada and then given to the thesis advisor.
2. **The thesis student** will make provision for binding and copying the thesis.
 - 2.1 The student will pay the required thesis binding fee at the office of the registrar. (The cost for the first three copies is \$140 and \$30 for each additional copy, in 2008.) Should the student desire a personal copy of the bound thesis, s/he will present this copy to the advisor at the time of the presentation of the required copies and pay the additional fee.
 - 2.2 Together with the thesis copies, the student must submit the following documents: **Thesis Binding Order Form** (available from the Registrar's Office) and **National Library of Canada Theses Non-Exclusive License Form** (available from the Registrar's Office or online: <http://www.collectionscanada.gc.ca/thesescanada/s4-270-e.html>). If students do not wish to sign the National Library form, they must make a formal written explanation of their objections to the Academic Committee. Diplomas will be withheld until the Registrar's Office has received the thesis copies, payment, and required forms.
3. **The library** will bind the three required thesis copies. The binding will include in white lettering (on the spine only) the student's name, degree, year, and thesis title. Two thesis copies will be housed in the library: one copy in either Reference or Periodicals and the other in a secured area which is not open to library circulation. The third copy will be returned to the thesis advisor.

Thesis Format

This material supplements the seventh edition of *A Manual for Writers* by Kate L. Turabian. For Biblical and theological studies, Turabian is supplemented by the *SBL Handbook of Style*, Hendrickson, 1999. It is available at the library or Providence Bookstore.

1. **Paper, typing, and copying**

- 1.1 The two thesis copies for the Providence Library should be printed on 20 lb. (or greater) high quality bond 8½" x 11" paper. Please note that 20 lb. photocopy paper is unacceptable. Look for paper with at least a 25% rag/fibre/cotton content. The advisor copy and any personal copies can be printed on paper of the student's choice.
- 1.2 Printing must be done with ink jet or laser printer and clear enough for good photocopies.
- 1.3 The theses should be submitted enclosed in a temporary spring-clamp binder or in a special bond-sized box.
- 1.4 If you are unsure about any of the above requirements, be sure to check with your advisor before proceeding.

2. **Title page**

See attached sheets for the exact format of the title page.

3. **Pagination**

Follow pagination instructions in Turabian (375-76). All pages are counted, but not all are numbered. Pages of the thesis text are to be numbered at the centre of the bottom of pages bearing titles and centered at the top of all other pages.

4. **Margins**

- 4.1 The left margin must be 4 cm (1 ½") so that the thesis can be copied and bound. Follow Turabian (374) for all other margins. Do not violate these margins in the thesis.
- 4.2 Justification of the right margin is not acceptable for theses (cf. Turabian 292).

5. **Abbreviations**

- 5.1 On the use of abbreviation in general, see Turabian. Be sure to punctuate Latin abbreviations correctly.

- 5.2 In citing references of ancient and classical texts use the standard abbreviations found in the *SBL Handbook of Style* 8.1-8.3 (69-89).

This includes the Bible, Pseudepigrapha, Patristic books, Dead Sea Scrolls, and Talmudic literature. Do not give bibliography for these unless there is something distinctive to the citation a particular translation.

- 5.2.1 For correct citation of Bible texts see paragraph 8.2 (71-72). The following abbreviations are a partial listing of common texts and versions.

5.2.1.1 Divisions of canon

HB	Hebrew Bible
NT	New Testament
OT	Old Testament

5.2.1.2 Ancient texts

MT	Masoretic Text
LXX	Septuagint
Syr.	Syriac
Vulg	Vulgate

5.2.1.3 Units of text

ch./chs	chapter (s)
v./vv.	verse(s)

- 5.2.2 For abbreviations of Biblical books see *SBL Handbook of Style* 8.3.1-2 and 8.3.2 (73-74). Note the absence of periods.

Gen	Nah	1-2-3-4 Kgdms	John
Exod	Hab	Add Esth	Acts
Lev	Zeph	Bar	Rom
Num	Hag	Bel	1-2 Cor
Deut	Zech	1-2 Esdr	Gal
Josh	Mal	4 Ezra	Eph
Judg	Ps (pl.:Pss)	Jdt	Phil
1-2 Sam	Job	Ep Jer	Col
1-2 Kgs	Prov	1-2-3-4 Macc	1-2 Thess
Isa	Ruth	Pr Azar	1-2 Tim
Jer	Cant	Pr Man	Titus

Ezek	Eccl (or Qoh)	Sir	Phlm
Hos	Lam	Sus	Heb
Joel	Esth	Tob	Jas
Amos	Dan	Wis	1-2 Pet
Obad	Ezra	Matt	1-2-3 John
Jonah	Neh	Mark	Jude
Mic	1-2 Chr	Luke	Rev

- 5.3 For modern eras the *SBL Handbook of Style* 8.1.2 (69) prefers B.C.E. (before the Common Era) and C.E. (Common Era), but it allows B.C. (before Christ) and A.D. (*anno Domini*). Note the requirement of periods in all cases.
- 5.4 In many theses, numerous citations of standard works and journals make it desirable to use abbreviations in the footnotes and in the bibliography. For Biblical and theological works see *SBL Handbook of Style* 8.4 (89-115). Consistency is required; use abbreviations at all times or not at all.
- 5.5 A list of abbreviations of journals and other literature should be provided in a thesis to facilitate the reader.

6. Citation forms

- 6.1 Use *ibid.* (an abbreviation) correctly; do not use *op.cit.* (Turabian, 155).
- 6.2 For subsequent references use Turabian (154-57) consistently.
- 6.3 Consult Turabian (outline on 160) to distinguish and cite correctly component part by one author in a book by another, journal articles, and signed articles in an encyclopedia (191). Most Biblical encyclopedias and dictionaries are signed articles and have an appropriate abbreviation; it is customary to provide the volume number and pages for the reader's convenience. For specific examples see *SBL Handbook of Style* 7.1-7.3 (40-67).
- 6.4 See the *SBL Handbook of Style* 7.3.12-14 for citations of a CD-Rom or an internet site (63-64).

7. Foreign fonts and characters

Foreign fonts are acceptable but must be written correctly with all diacritical marks. It is often advisable to transliterate Hebrew and Greek for the benefit of the non-specialist reader. Follow the tables of the *SBL Handbook of Style* 5.1, 5.3 (25-29).

Thesis title page format

7.5 cm (3") from top

CENTERED TITLE IN ALL CAPS IN
INVERTED BLOCK FORM

by

Wilson T. Author

(Centre All Lines)

17 cm (6 ½") from top

A Thesis Submitted to the Faculty of

PROVIDENCE THEOLOGICAL SEMINARY

in Partial Fulfillment of the
Requirements for the Degree

MASTER OF ARTS

2009

(Date of Graduation)

14 cm (5 ½") from top margin

2.5 cm (1") right margin

Faculty Advisor

(Signature) _____
Typed Name

Second Reader

(Signature) _____
Typed Name

Seminary Dean

(Signature) _____
Typed Name