

**The School of Theology
The University of the South**

Doctor of Ministry: Instructions for Completion of the Project

Introduction

Before submitting the D.Min. project the student must take notice of the following policies. If there is any doubt, the student is urged to contact the director of the Advanced Degrees Program. Frequently, time and money can be saved by early attention to problems.

Formatting and Spacing

Use Times New Roman 12-point font, double-spaced, with 1.25 inch margins on right and left, one inch on top and bottom.

The text should be double-spaced throughout except for block quotations, footnotes, endnotes, table and figure captions, which are all single-spaced. In footnotes, single-space each individual reference entry; double space between references. Heading and subheading title that are more than one line in length should be single-spaced.

Each student should purchase a copy of Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* (Chicago: University of Chicago Press). This publication is an authoritative guide to scholarly style for typewritten reports. In all matters relating to style, pagination, typing, etc., "this is the Bible." The student must conform exactly to the rules set forth in this guide, except for the following, which supersede those found in the manual. It may be purchased in the University Book and Supply Store.

Deadline

The student must present ONE copy in print format and ONE electronic copy to the Coordinator of the Advanced Degrees Program. Deadline for these copies to be received is April 1. PRINTING SHOULD BE ONE-SIDED.

Title Page

The title page of the print copy must bear an original ink signatures and conform exactly with the sample attached. The date should always be the month and year in which the degree is to be awarded. The student should use his/her full name.

Footnotes

Footnotes will be placed at the bottom of the page in the traditional form.

Paper

Submit the printed copy on 8 ½ x 11-inch white, acid free, quality bond paper of at least 20-pound weight and not less than 25% cotton content. Paper of this quality is required to withstand long-term library use. Final copies submitted to the Coordinator of the Advanced Degrees program must be sharp, clear, and free of smudges or extraneous marks.

Each copy of the project shall contain FIVE blank pages, two before the first typewritten page (the abstract), one between the abstract and title page, and two following the last typewritten page.

Abstract

At the time the printed project is submitted, an abstract in two copies shall also be presented. This is a 150 to 250-word summary of the project. It shall be approved and signed by the advisor responsible for the project. A sample for the abstract is attached.

Storage of project

A fee of \$20.00 is charged for binding the printed copy of the project, which will be stored in the library. Include a check payable to The School of Theology when submitting the printed copy to:

*The School of Theology
c/o the Registrar
335 Tennessee Avenue
Sewanee TN 37383-0001*

An electronic copy will be stored on the library's website. For examples of completed projects stored at the University Library, see

<https://dspace.sewanee.edu/handle/11005/8415>

Once your permission has been sought for the project to be put online, this is where you will be able to find it.

(rev. 5/15/17, subject to change)

(Sample of D.Min. Abstract)

Abstract

“IN DEFENSE OF THE APOSTLE PAUL: A DISCUSSION WITH ALBERT CLEAGE AND JAMES
CONE”

AMOS JONES, JR.

Project under the direction of Professor Edgar Hill Duncan

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XX, [150 to 250 words].

(Note: there may be more than one page for the abstract. If so, the signature/date line needs to be at the bottom of the last page of the abstract.)

Approved _____ Date _____
Adviser

(Sample Title Page for D.Min Project)

In Defense of the Apostle Paul: A Decision
with Albert Cleage and James Cone

by

Amos Jones, Jr.

Submitted to the Faculty of the
School of Theology of the University of the South
in partial fulfillment of the requirements
for the degree of

Doctor of Ministry

May, 2011

Sewanee, Tennessee

Approved

_____ Date _____
Adviser

_____ Date _____
Second Adviser