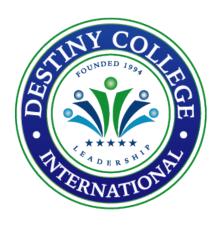# DOCTORAL DISSERTATION

GUIDELINES

INTRODUCTION

The Doctoral and Masters level program requires that students must do extensive research when writing their Dissertation. Writing is a vital part of any college experience. Writing a college paper encourages you to gather thoughts from other sources (including references from Scripture), formulate your own conclusions, and then express them in a logical and cohesive manner. Academic honesty is of the utmost importance so students need to understand that perjury will not be tolerated. The DCI *Research Paper Guidelines* will demonstrate how to handle a title page, a table of contents page, the introduction, the body of the paper, the conclusion, and the bibliography.

I. GRADING GUIDELINES

All course papers will be reviewed with the following grading guidelines in mind:

1) 50% Content of the paper (What ideas were presented? What conclusions were made?)

2) 15% Research (Was the course text read? Was additional research performed? Was this demonstrated through the use of quoted material?)

3) 20% Delivery & Style (Was correct spelling, punctuation, grammar, and sentence construction used?)

4) 15% Presentation (Were the DCI *Research Paper Guidelines* followed? Were correct in-text references made for quoted works? Was a bibliography included? Was it correctly formatted?)

II. RESEARCH PAPER GUIDELINES

Every research paper must be typewritten using a 12-point Times New Roman font. The finished paper should be fastened at the top left with a staple for easy review and grading. No other fancy cover is needed or required. All pages except the title page and table of contents should be numbered at the bottom in the center of the page. Each page should have margins of 1" on the left, right, top, and bottom. Typing should be single-spaced. Indent the first line of each new paragraph 1/2". Use an extra space between paragraphs.

Your Masters & Doctoral thesis should be completed in 150 A4 pages but not more 160 pages. The PhD level requirement is 250 A4 pages. The Title page, Table of Contents and Bibliography pages are to be excluded from the count.

Research papers should include the following: a title page, a table of contents page (optional for undergraduate papers), and then the body of the research paper.

TITLE PAGE

The **title page** includes the title, the student's name, the course name, the name of the school and the date of the paper. The title page does not count toward any required number of pages. The title page of these *Research Paper Guidelines* is an example of an acceptable title page.

TABLE OF CONTENTS

The information on the **Table of Contents** page helps the reader better understand the paper's content. It also helps the writer make sure there is a logical flow of thought. Each section of the paper (Introduction, Conclusion, and Bibliography) and the main topics and subtopics should be listed followed by the correct page number. The table of contents page does not count toward the required number of pages.

The title of the paper should be centered at the top of the first page of the **body of the research paper**. Use capital letters, in a bold, large font.

INTRODUCTION

Next comes the **Introduction**, which explains what the paper will cover. The word "INTRODUCTION" should be centered, in capital letters, in a bold, large font, with extra space above and below the word.

III. MAIN TOPICS IN THE BODY OF THE RESEARCH PAPER

The main topics of the paper should be numbered in Roman numerals. Use capital letters in a bold, large font, with extra space above and below. Please note that the main topics are not centered, but are to the left of the page.

The Importance of Subtopics

When you have subtopics under main topics, you should center the title of the subtopic, but you should not capitalize all the letters. You should only capitalize the first letter of the first word, the last word, and any other important word. Do not put extra space above or below it.

Other Divisions

If it is necessary to divide further under the subtopics, you should start writing the title at the far left of the page. The title should be in bold face letters, and the first letter of the first word, the last word, and any other important word should be capitalized.

Be Sure To Make Paragraph Breaks

It is very difficult to read an entire page of text with no breaks or extremely long paragraphs. Each paragraph should represent a main thought. When a new thought is introduced to the reader, make a new paragraph. The average paragraph should have three to five sentences.

IV. HOW TO HANDLE QUOTED MATERIAL

When you make reference to the writings of another, you must give credit to the author or source. You will do this by referring to works listed in your bibliography. If you quote three or fewer lines, you may write the quote as part of your text, in quotation marks, remembering to reference it. This is done by an in-text citation as follows: "Put parenthesis, then the last name of the author, followed the page number(s) from which the information came" (De la Torre 32, 33).

If you quote four or more lines, then they should be indented as follows:

> When your quote is longer than three lines, the quote should be indented and single spaced. When you reference in this way, it is not necessary to use quotation marks. Remember though, to always reference the work cited (De la Torre 34).

Multiple authors are cited in a similar way. Both names are included and joined by the word "and": (Weikel and De la Torre 47). In case there are two authors with the same last name, write the last name of the author, and the initial of the first name (De la Torre, O. 36). If you quote an author who has written two or more works, list the author, a comma, the title of the work (underlined), and the page number(s) (De la Torre, How To Write an Essay 78). Even if you don't quote an author directly but merely summarize his words, you must reference this information, according to common courtesy, ministerial ethics, and the copyright laws!

Proving Your Point with Scriptures

When writing your paper, don't forget you can turn to the Word of God as a source for research! When quoting from Scripture, it is best to pick a Scripture version to be used predominantly and to note it in the bibliography.

When a general note has made, the author need only indicate when an alternate version is used (Hudson and Townsend 134).5

Charity suffereth long, and is kind; charity envieth not; charity vaunteth not itself, is not puffed up, Doth not behave itself unseemly, seeketh not her own, is not easily provoked, thinketh no evil; Rejoiceth not in iniquity, but rejoiceth in the truth; Beareth all things, believeth all things, hopeth all things, endureth all things.Charity never faileth (1 Corinthians 13:4-8).

No version is cited, as the predominant version used by the author is the NKJV. Notice **if some words that are italicized in the Bible version you should not italicize when quoted**, since they were not intended for emphasis. Neither do you need to set each verse as if it were a separate paragraph. The actual paragraph breaks are indicated by the paragraph symbol (Hudson and Townsend 80, 81). Indicate the use of an alternate version of Scripture as follows: "Love is

patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking" (1 Corinthians 13:4-5 NIV).

Quoting from the Internet

A research paper is a document that provides credible facts and opinions by those who are considered to be established experts in their field of study. The Scott Foresman Handbook for Writers warns, "The Web is not a library designed to support research. Online information is not (like library resources) systematically cataloged, edited, or reviewed. So you can't treat the Web like a library or assume that information you find there is always reliable" (Hairston,Ruszkiewicz, and Friend 703). The authors further state, "Make it a habit to confirm any statistic, fact, or claim from such a source with information from a second and different type of authority – a published book, an article, a reference work" (707).

The Order of Punctuation

Notice the order of punctuation after an in-text citation. First, end the quoted material with a quotation mark, then comes the reference in parentheses, then the closing period. If a question mark or an exclamation mark *is part* of the quoted material, include it *inside* the quotation marks, then give the reference and close with a period: "How shall we, that are dead to sin, live any longer therein?" (Romans 6:2).

V. HOW TO DO A BIBLIOGRAPHY

"BIBLIOGRAPHY" should be centered, in capital letters in a large, bold face, with extra space below the word. This is a list of books from which you gathered information to write your paper. The list of books should be in alphabetical order according to the author's last name.

First, list the last name of the author, followed by the first name and a period. If there is more than one author, write the last name of the first author, then their first name, then a comma and the word "and" followed by the second author's first and last name and a period. Notice that only the first author's name is inverted. Put two spaces between the name of the author and the title of the book, which should be underlined. After the title of the book, put a period, then space twice, and write the place of publication. Give the name of the country if published outside of the country where you reside. Then put a colon and the publishing house, followed by a comma and the date of publication. Do not forget a period at the end of every entry. If the work consists of more than one volume, list the number of the volume you used. If the person is not the author, but the editor, you should put a comma after the name and write the letters "ed." If there were two or more editors, write "eds."

If using modern translations of the Bible, check the copyright notice on the copyright page of each particular version. It will tell you exactly how that particular publisher wants notation made in the bibliography.

Document an online source as follows:
1) List title of webpage between " ",

2) Title of site underscored,
3) Date of electronic publication,
4) Sponsor of the site,
5) Date you examined the site, and
6) The full web address enclosed between < >. See an example from the National Park Service in the bibliography.

As with the title page and the table of contents, the bibliography does not count towards your required number of pages.

You are required to have between 15 to 20 reference points for your Masters or Doctoral Thesis and a minimum of 25 reference points for your PhD.

VI. PROOFREAD YOUR PAPER

Be careful to proofread your paper before you turn it in. You never know who will eventually read it! Check for misspelled words, typographical errors, and errors in punctuation. Because writers become so familiar with what they have written, it is easy for them to skip over mistakes. That's why it's a good idea to have someone with a keen eye and a good command of the English language proofread your paper for you. If this is not possible, you can put your paper away and proofread it after several days when your mind is clear. It is common for professional writers to proofread their work several times to insure they catch all mistakes.

CONCLUSION

The word "CONCLUSION" should be centered, in capital letters in a large, bold face, with extra space above and below the word. In the conclusion, you should give a brief summary of the paper. Do not add any new information at this point, since the conclusion is only a summary of what has already been stated.