

APPENDIX E: NASHOTAH HOUSE THESIS/PROJECT GUIDELINES

DEADLINES FOR MDIV AND MTS THESIS

1. The complete First Draft of the project/thesis is to be submitted to project supervisor no later than **February 15** for graduation in May. Electronic copies of the First Draft should be sent to the Program Director and the Academic Dean.
2. Unless an alternative understanding is communicated, the project supervisor is to return the First Draft with comments within two weeks of its submission. It is recommended that the student notify the project supervisor in advance of the submission of the First Draft.
3. Following student revisions, Electronic copies of the Defense Draft are to be submitted to Dean of Academics no later than **April 15** for a May graduation. At this time arrangements for the oral defense will be scheduled. The submission of the Defense Draft should precede the defense by not less than one month.
4. If the project/thesis is passed, the student will revise the Defense Draft into a Final Draft at the direction of the project supervisor and return the corrected Final Draft to the Academic Dean as an electronic PDF by June 30.
5. The Project Supervisor and second reader approve the Final Draft and will submit the Final Draft to the Printer to be printed and bound. Two copies will be retained for the library and one will be sent to the student. Students may purchase additional copies.

DEADLINES FOR STM THESIS / DMIN PROJECT

1. The complete First Draft of the project/thesis is to be submitted to the First Reader no later than **December 15** for graduation the following May. Electronic copies of the First Draft should be sent to the Program Director and the Academic Dean as well.
2. Unless an alternative understanding is communicated, the First Reader will normally return the First Draft with comments approximately four weeks after submission. It is recommended that the student notify the First Reader in advance of the submission of the First Draft.
3. Following student revisions, electronic copies of the Examination Draft are to be submitted to First and Second Readers, the Program Director and the Academic Dean no later than **February 15** for a May graduation. At this time arrangements for the oral presentation and Examination will be scheduled. The submission of the Examination Draft should precede the defense by not less than one month.
4. If the project/thesis is passed, the student will revise the Examination Draft into a Final Draft at the direction of the First Reader and return the corrected Final Draft to the Program Director as an electronic PDF by June 30, unless an alternative understanding is communicated.
5. The First and Second Readers approve the Examination Draft and will submit the Final Draft to the Printer to be printed and bound. Two copies will be retained for the library and one will be sent to the student. Students may request additional copies for an additional fee.

PROJECT/THESIS FORMAT GUIDELINES

1. On matters of form and style, Nashotah House theses follow the standards of Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* 8th ed. (Chicago: University of Chicago Press, 2013). Theses in biblical studies or having substantial interaction with biblical materials may wish to make use of Patrick Alexander, et al., eds. *The SBL Handbook of Style* (Peabody, Mass.: Hendrickson, 1999) as a *supplement* to Turabian, especially with respect to details of citation of biblical and cognate materials.
2. **Length.** The following thesis lengths are stipulated in the *Nashotah House Catalog*.

Degree	Thesis Length
Master of Divinity	12,500 words
Master of Theological Studies	18,000 words
Master of Sacred Theology	25,000 to 35,000 words
Doctor of Ministry	30,000 to 50,000 words

3. **Number of copies.** The library needs two complete copies of each thesis – one for the archives and one to circulate. These copies are delivered to the library from the printer.
4. **Typeface.** Type must be 12-point for the body of text, footnotes, and quotations. The typeface must be Times (New)

Roman, or similar serified font. The conventions of print (rather than typewritten manuscript) should be used to the extent that the resources are available. For example, use actual italics rather than underlining, m-dash (—) instead of double hyphen (-), true left and right quotation marks (“ ”) instead of vertical quotes (" ").

5. **Format.** The left margin must be 1 ½ inches; all other margins must be 1 inch. Text must be double spaced; footnotes and block quotations should be single spaced. For all other formatting details, see Turabian, 8th edition.
6. **Footnotes.** Footnotes, separated from the text by a 2- to 3-inch left-justified line, must be numbered consecutively through each chapter and begin at the bottom of the page on which the reference is found, continuing if necessary to the bottom of the next page. Endnotes and parenthetical citation formats are not to be used.
7. **Order of elements.**
 1. Title page (see attached sample; cf. Turabian 8th ed., Figure A.2)
 2. Signed acceptance sheet (provided by the Registrar)
 3. Abstract (see Turabian 8th ed., 390-91)
 4. Table of contents (follow Turabian 8th ed., Figure A.3)
 5. *Preface and Acknowledgements (see Turabian 7th ed., pp.?)
 6. Body Text (follow Turabian 8th ed., Figures A.9-A.13 ??)
 7. *Appendices. (see Turabian 8th ed., pp. ?)
 8. Bibliography (according to Turabian 8th ed., Figure A.15 ??)

Items marked * are optional.

8. **Expenses.** Students will submit a \$300 binding fee (plus an additional \$100 for every extra copy) with the Final Draft copy of the project/thesis, payable to Nashotah House.