This guide presents the standard format for a doctoral dissertation or master’s thesis in the School of Theology. Candidates should follow this format beginning with the proposal stage and then through all drafts of the thesis. A hard copy of the first full draft for format review should be submitted to the Advanced Studies Program Coordinator by the graduation deadlines shown here: [http://www.bu.edu/sth/academics/degrees/advanced-studies/graduation-deadlines-for-stm-thd-phd-and-dmin/](http://www.bu.edu/sth/academics/degrees/advanced-studies/graduation-deadlines-for-stm-thd-phd-and-dmin/). The Thesis Coordinator will review the draft for formatting and provide notes for correction. A revised draft incorporating the corrections must be submitted according to the graduation deadlines published online.

The final copies submitted to the Library must follow the format described and are subject to format approval before final acceptance of the thesis. In order to graduate, students must submit print and electronic copies of their dissertations or theses, along with accompanying documentation and fees, to the library staff in accordance with the policies stated in the Submitting Final Copies (Print and Electronic) section. **The degree will be withheld until all materials are fully, punctually, and accurately submitted.**

For any questions, please call the Senior Program Coordinator for the Advanced Studies Program at (617) 353-3045.

**Style Manual**

The approved style manual is Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed. (Chicago: University of Chicago Press, 2007), commonly referred to simply as “Turabian.” This book is available in the School of Theology Library, Mugar Library, and is on sale in the Barnes and Noble Bookstore at Boston University and other local bookstores. Turabian should be consulted on all formatting matters not otherwise specified below especially the forms to use for the various types of sources in footnotes (or parenthetical references) and bibliographies (or reference lists). Note: only the printed manuscript matters for format review. Some requirements may be easier to meet if multiple word processor files are used. In cases where Turabian needs to be supplemented, the student is instructed to use *The Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010). The online version can be found here: [http://www.chicagomanualofstyle.org/home.html](http://www.chicagomanualofstyle.org/home.html).

With their advisor’s approval, students may also use APA format. **If a student will be using APA format, they must notify the Advanced Studies Program Coordinator prior to the draft submission for the first format review.**

**Contents**

The following order for the parts of the thesis (major sections) must be followed:

1. Title page
2. Approval page
3. Copyright page
4. Contents
5. List of Tables
6. List of Illustrations
7. Preface
8. Acknowledgements
9. Abstract (not required for master's theses)
10. Text (chapters)
11. Appendices
12. Bibliography or Reference List
**Boldface** sections are required. Numbers 1-9 are collectively known as “preliminary pages” or the “preliminaries.” Numbers 10-12 are the “main text.” The copyright page is recommended for all theses but not required. See Turabian’s appendix “Paper Format and Submission” (A; 373-408) for details on the format of the parts of a thesis.

Please note that the standards presented throughout this document are within the capability of good word-processing programs. The student must find adequate computer resources to meet these standards. Exceptions will not be made for inadequate word-processing resources.

**Margins and Pagination**

The School of Theology requires 1-inch margins on the left, right and bottom of the page. The top margin should be one inch to the page number and 1.5 inches to the first line of text. This margin rule applies to ALL pages, including any appendix materials and any pages with charts, graphs or other illustrations. Carefully consider this margin rule for all materials to be included. Letters, questionnaires, etc., may need to be reduced to meet the margin requirement.

The thesis should be numbered in only two divisions: preliminary pages (lower case roman numerals) and main text (arabic numerals). Begin assigning numbers with the title page, but do not print numbers on the title page, approval page, or copyright page. Lower case roman numerals should first appear on the first page of the Contents (iv). Arabic numerals begin with Chapter One. A substantive Introduction outlining the thesis should be called Chapter One. Once you begin using arabic numerals, number all the pages to the end (through the text, the appendixes, and the bibliography) in one number sequence (Turabian A.1.4).

In the preliminary section, page numbers appear at the bottom of the page, centered, 1 inch above the bottom of the paper. For the main text of the thesis, page numbers appear in the upper right corner of the paper, 1 inch below the top of the page and 1 inch from the right edge. EXCEPTION: If the page begins a major section (i.e., a chapter, appendix, or the bibliography), the page number is centered 1 inch above the bottom of the page. The first page of every major section probably needs to be formatted as a separate division with its own page setup in order to place the page number correctly. With some word processors, the page number position is considered outside the print area, so your margins may need to be adjusted.

**Spacing and Indention**

Pages should be printed on one side only (only format review drafts may be double-sided, the final copy must be one-sided). In general, all text for the thesis proper is double-spaced (Turabian A.1.3). Exceptions that should be single-spaced include the Contents (subheadings within chapters), footnotes (though there is a blank line between notes on the same page), block quotations and the bibliography/reference list (with a blank line between entries). Any word-processing system you use must be capable of printing both single- and double-spacing on the same page.

The first line of a paragraph are indented a consistent distance from the left margin (5 spaces or ½ inch is the usual amount).

All lines of a block quotation are single-spaced with a blank line above and below and indented as far as the first line of a paragraph. For specific variations in requirements for block quotes (prose, poetry, etc.) see Turabian 25.2.2.

The first line of footnotes should be indented the same as the first line of a paragraph. For the bibliography entries, you should use the hanging indentation, so the first line is at the left margin, but all subsequent lines are indented the same as the first line of a paragraph (Turabian A.15.16).

DO NOT JUSTIFY the text to make a flat right margin. The ragged right edge is preferred.
Headsings

All major section headings are centered, in all capitals and begin at the top margin. No subheadings within chapters are in all capitals. Chapter and Appendix headings with appropriate numbers are followed by a blank line, then the title proper, centered and capitalized. If the title is longer than four inches, it must be broken into multiple lines: the first must be longer, and the lines are single-spaced. Two blank lines follow the major section heading.

Subheadings within chapters follow the patterns set in Turabian A.2.2 (397-8). Subheadings are formatted in descending order of prominence in a manner similar (in effect) to a formal outline. First level: centered, boldface, headline-style capitalization. Second level: centered, regular type, headline-style capitalization. Third level: flush left, italics, sentence-style capitalization. Fourth level: flush left, regular type, sentence-style capitalization. Fifth level: run in at beginning of paragraph (no blank line after it), italic, sentence-style capitalization, terminal period (Turabian, 398).

All subheadings have two blank lines above them. EXCEPTIONS: If the first subheading comes immediately after the chapter title, you have two blank lines, not four. When two subheadings occur together, the two blank lines occur above the grouping with one blank line between the headings.

Fonts

In general, stick to one simple font, like this, which is Times New Roman. The font size should be 12 pt, though 10 pt may be used for footnotes. Do not use larger or smaller fonts in the main text. Be aware that proportional fonts place minimal spaces between characters, particularly noticeable in the ellipsis marks, which are supposed to have blank spaces between each dot. It may be necessary to insert several spaces between each period in order to have the proper visual impact.

Boldface is used for section headings and some sub-headings. Either boldface or italics have replaced underlining. Underlining should only be used if required by a quotation from a source that used underlining. Use italics for book and journal titles, and for emphasis within text. If a book title is in a heading, it may be both boldface and italics. Check to make certain your font has both a boldface and an italic option.

Quotations

For extensive guidance on quoting sources, see Turabian chapter 25. Note that copyright laws do not permit unlimited quotation of copyrighted material, even if properly cited. Publishers vary in their interpretation of the law, but in general, you may not quote an entire verse of a poem (hymn) or more that 250 continuous words of text from a copyrighted source without seeking permission of the copyright holder. It is your responsibility to contact the copyright owner to see if permission is required for the quotations you wish to use, and formally to acknowledge any permission granted in an Acknowledgement section and at the site of the quotation.

If you skip over sections within a quotation, you must use ellipses. Please read Turabian 25.3.2 carefully on the use of ellipses! Never use the ellipsis at the beginning or ending of a quotation.

Regardless of the citation style, biblical references may be given within parentheses in the text and do not require a footnote. Provide an abbreviation for the version used (RSV, NRSV, NIV, etc.) if the quoted material is not from the King James Version.

Citations

The thesis is to be fully annotated and documented; every statement for which the student is not fully responsible, whether it is in the form of a direct or indirect quotation or paraphrase, is to be supported by a reference citation. Turabian gives the option of using either traditional footnotes or the parenthetical (author year, page number) system similar to (but NOT identical to) APA and MLA style. You may not use both in the same thesis!
The method used must be selected by the student in consultation with the faculty advisor and followed consistently. See Turabian Chapters 16-7 for details on bibliography style, and Chapters 18-19 for details on reference list style.

Note that nearly every kind of source has a distinct reference format in bibliographic (footnote) style that must be followed. Footnote and accompanying bibliography formats are shown in the examples labeled N. (footnote) and B. (bibliography) in chapters 16-7. Parenthetical reference formats are shown in examples labeled P. (parenthetical reference) and R. (reference list) in chapters 18-9. You cannot mix entries from these two different styles except when supplying additional content in a thesis using reference list style or when citing a biblical or other similar ancient, classical, or otherwise frequently referenced source in a thesis using bibliography style. Endnotes are not acceptable. According to the Chicago Manual of Style, footnote numbering restarts with each new chapter.

**Bibliography/Reference List**

Sources are listed in the bibliography at the end of the thesis alphabetically by the author's surnames or by corporate body or title in the absence of a personal author. It is generally preferred to have only one section in the bibliography, but if extensive material in a special form at or from manuscript sources is used, sections may be created, using the same subheading style as in the main text. It is important to remember that all major publications cited in the text must be found in the bibliography. Note that reference lists and bibliographies have different formatting requirements.

**Printing**

The final hard copy (an electronic copy is also required – see Submitting Final Copies) submitted to the Library should be on a white, 8.5x11 inch paper that is at least 20 lbs. in weight. Crane, Southworth, Eaton, and others, make this kind of paper. It is permissible for the final hard copy to be original printer output, with additional personal copies being neatly photocopied onto the proper paper. Printing must be done with a high-quality laser or ink jet printer. If you change printers for the final copies, run a test printout first, as printer profiles affect the output, and changes may occur.

**Format Review**

The candidate and faculty advisors are responsible for the content of the paper; format requirements are monitored by the Thesis Coordinator. A first full draft of the doctoral dissertation, with proper preliminary formatting, must be submitted for format review approximately four months before the anticipated date of graduation. Submitting a truly “rough” draft with no attempt to meet the format requirements discussed above may lead to delays in the completion of your degree and may necessitate additional reviews beyond the usual two. Corrections should be made to the first full draft and another draft submitted according to the graduation deadlines. This should serve as a final format review copy before printing the official version. Additional reviews will be required if formatting issues persist. The Master’s thesis is normally written during the semester and is to be submitted for review according to the graduation deadlines.

**Submitting Final Copies (Print and Electronic)**

Final copies of all theses and dissertations are due approximately two weeks prior to graduation. One print copy and one digital copy (PDF format) must be deposited in the Library, with payment for associated costs (binding and microfilming). The Library will post the digital copy to the STH online Electronic Thesis and Dissertation (ETD) repository and send the theses to be microfilmed and bound. (Students submitting a Masters thesis pay only binding costs as Masters theses are not microfilmed.)

Signature requirements vary by degree: the Master's Thesis requires one signature from the Thesis Director (occasionally more), while the Doctoral degrees require two signatures (occasionally more). The student is responsible for obtaining the faculty signatures.
**Print Copy**

Students must submit one print copy of their dissertation or thesis to the STH Library. The copy should be given to the Acquisitions Librarian along with payment for associated costs (binding and microfilming) and a signature page with signatures from the required faculty. Print copies will not be accepted without the simultaneous submission of the appropriate payment and signature page. Before submitting a print copy, students are encouraged to contact the Acquisitions Librarian for information on the required documentation and payment for their particular degree.

If requested, the STH Library will arrange for extra bound copies to be made for the student; this requires the submission of additional print copies as well as the appropriate payment to cover the costs of binding.

Upon submission with the appropriate accompanying documents and payment, the library staff will review the front matter (title page, degree, table of contents, abstract) for appropriate spelling and formatting. If mistakes are found, the dissertation or thesis (along with accompanying documents and payment) will be returned to the student for correction and resubmission.

The student will not receive the degree or graduate without the complete submission of these items, and/or submission after the deadline.

**Electronic Copy**

The following must submitted to sthdgtl@bu.edu:

- A digital copy of the dissertation or thesis in PDF format. This needs to be a single PDF file; multiple files will not be accepted. Instructions can be found here: [http://www.bu.edu/sth/academics/advanced-studies/etd/](http://www.bu.edu/sth/academics/advanced-studies/etd/).
- A signed copy of the signature page. This must be a separate file (i.e., not part of the PDF copy of the thesis/dissertation). Students who do not have access to scanning facilities, may contact sthdgtl@bu.edu to make an appointment to come in and do this in the library.
- An Authorization to Manage Electronic Thesis or Dissertation (PDF). This form will grant BU a non-exclusive license to publish an electronic version of the work. This means that Boston University has the student’s permission to put the work online, but the student will retain all other rights to his or her work, including the right to re-publish. The student may revoke this release, in writing, at any time. Further details will be found in the document linked above. This form must be signed by the advisor.

The student will not receive the degree or graduate without the complete submission of these items, and/or submission after the deadline.

Students are also strongly encouraged to attach a Creative Commons license to the work. Information on the Creative Commons license is available at [http://www.bu.edu/sth/academics/advanced-studies/etd/](http://www.bu.edu/sth/academics/advanced-studies/etd/).
THE EFFECTIVENESS OF THREE SELECTED CHURCH PROGRAMS IN DEALING WITH TEEN-AGE ALCOHOLISM

By

Author D. Thesis
(A.B. Any College, 20--; Th.M., Some Seminary, 20--)

Submitted in partial fulfillment of the requirements for the degree of Master of Sacred Theology/Doctor of ---

20--
THE EFFECTIVENESS OF THREE SELECTED CHURCH
PROGRAMS IN DEALING WITH
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By

Author D. Thesis

APPROVED

By

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Professor of Religious Education

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Professor of Psychology and Religion
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FAITHFUL TO GOD’S CALL: THE ATTRITION OF EURO-AMERICAN WOMEN CLERGY IN THE UNITED METHODIST CHURCH

(Order No. )

Author D. Thesis
Doctor of Theology
Boston University School of Theology, 20--

Major Professor: Sharon Peebles Burch, Assistant Professor of Systematic Theology and Religious Education

ABSTRACT

Almost one-third of Euro-American clergywomen in the United Methodist Church are not in congregational ministry. Previous research has examined sociological and psychological reasons for women’s attrition from that ministry. It has also been suggested that there is a theological dimension to women’s exits. However, few studies exist which are dedicated to the exploration of theologies, and specifically the understandings of ministry, of women who have exited. This dissertation investigates the relation between the theological dimension, expressed as an understanding of ministry, and the exit of ordained Euro-American United Methodist women from congregational ministry. A grounded theory social scientific method, in which theory emerges from (is grounded in) data rather than using data to prove theory, is employed to analyze interviews with eighty-eight ordained Euro-American United Methodist women who had served as pastors in congregations in the United States and then exited those positions.
CHAPTER ONE

TITLE OF THE FIRST CHAPTER
SECOND LINE OF TITLE

First Level Subheading Within the Chapter

This is the introduction to the topic of formatting a thesis properly. The first page of every chapter should have a 1-inch top margin, then the generic heading (“CHAPTER ONE”) centered in all capitals. There is one blank line and then the chapter title, which is also centered in all capitals. If the chapter title is longer than four inches, it should be split into two (or more) lines, the first line being the longest. There is no blank line between the multiple lines of a chapter title.1 There are always two blank lines after the chapter title, whether followed directly by text or by a first level subheading.

Second Level Subheading

The top margin should be 1-inch including for the first page of all major sections, including the Contents, Acknowledgements, chapters, appendix and bibliography. Subsequent pages should have a 1-inch margin to the page number, 1.5-inches to the first line of text. Other margins should be set at 1-inch left, and 1-inch right and bottom.

The second level subheading should be centered, upper and lower case, but not bold. Note that there should be two blank lines above every subheading. If you have set your paragraph format to double-space, you need to insert a single-space paragraph. Text should be in

---

1 This rule applies to all subheadings also. Note: these are examples of properly formatted

Page numbers in the preliminaries should all be at the bottom; in the main text, page number on the first page of each major section (chapter, etc.) must be centered at the bottom, while for other pages, the preferred position is top right. This means that the first page of each chapter is a new section for word processing purposes. Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed. (Chicago: University of Chicago Press, 2007), 376.
12pt font and notes may be in 10pt font. Use boldface for headings, and use italics for book or journal titles or for foreign words or emphasis. Underlining should only be used if you are quoting a source that uses it.

Third Level Subheading

The third level subheading begins at the left margin and is in italics. Again, there are two blank lines above the heading.

When you have a block quotation (if you quote more than five lines of text) then you single-space the text and indent each line as you would for the beginning of a paragraph. Note there should be at least five lines in any block quotation unless it is required for emphasis. Shorter quotations can be placed in the double-spaced text using double quotation marks. Note that ellipsis marks are used within the quotations to note omitted material. Never use the ellipsis marks at the beginning or ending of quotations (we know there is more before or after the quote).

Citations should be given either in traditional bibliography style (footnotes) or reference list style (parenthetical), but do not mix the styles! Citations must be on the same page. Endnotes are not allowed.

If you reproduce materials for your appendix, make sure the copy conforms to the margin requirements! Reproduction of the work of others in an appendix or lengthy quotations may require obtaining formal permission from copyright holders. See the relevant sections in Turabian and/or the latest edition of the Chicago Manual of Style for more details.