

NEW GENEVA THEOLOGICAL SEMINARY  
MANUAL FOR THE  
DOCTORATE  
MAJOR PROJECT DISSERTATION

PREPARED BY  
DR. DOMINIC AQUILA

## **PROCEDURE**

A standard D. Min. major project dissertation should require no more than three typed drafts. (However, the author should consider sending chapters as they are completed to his adviser for his review and comments. In this way the author can make corrections along the way as opposed to editing the full project at one time.) Once the dissertation has been reviewed chapter by chapter and is in the appropriate form then proceed with what follows.

The first draft: Complete typed copy of entire dissertation. Should be edited by qualified editor if necessary.

The second draft:       Corrected first draft from editor's and adviser's adjustments  
                              Make three photocopies  
                              Give a copy to adviser and the two other members of dissertation review committee

The third draft:       Complete and final copy including all editorial adjustments suggested by the dissertation review committee  
                              Make three copies on 100% cotton paper  
                              Send to New Geneva Registrar for binding  
                              Get each copy signed  
                              One bound copy will be given to the following:  
                                  1) Library  
                                  2) D. Min. office  
                                  3) Author

Should the author desire more than one bound copy for himself, he may submit other copies with the understanding that he is responsible for all printing, binding and mailing expenses for all additional copies.

### **AUTHOR'S RESPONSIBILITIES:**

The author is responsible for the quality of presentation of all aspects of the paper: correct spelling and punctuation, accurate quotations with page numbers, complete and accurate bibliography, relevant content, coherent organization, legible appearance, and so forth. Therefore, authors must:

Prepare the material for the typist exactly as it is to be typed. The typist should not be expected to edit. The author should not hand the typist the specification pamphlet and expect the typist to transform a poorly prepared draft into a manuscript prepared according to the seminary's specifications.

Proofread the manuscript after it is typed, making all corrections and changes before submitting the manuscript for consideration.

A change made on the final proof for a reason other than achieving agreement

with the manuscript is an author's alteration. All changes at the final proof stage that result from your own error, omission, or failure to review the edited manuscript are charged to you as author's alterations; such charges include changing the edited version at the proofreading stage to reinstate the wording before editing.

### **TYPIST'S RESPONSIBILITIES:**

The typist is responsible only for accurate transcription of the manuscript. Before typing, the typist should review the manuscript in order to prepare for unusual terms and treatments and should resolve any problems with the author. The typist should not be expected to edit but should type only what appears in the author's draft except for minor technical errors, such as an occasional misspelled word.

### **EDITOR'S RESPONSIBILITIES:**

The editor is responsible only for the changes required to make the manuscript's grammar, spelling, punctuation and sentence structure correct and reflect a preference in wording and not meaning.

### **ORDER OF THE MANUSCRIPT PAGES**

Number all pages except the figures consecutively. Arrange the pages of the manuscript as follows:

1. **Blank Sheet of white 100% cotton paper**
2. Abstract Title page (The date must be that of graduation.) [Sample A]
3. Abstract [Sample B]
4. Copyright page [Sample C]
5. Title page (signatures) [Sample D]
6. Acknowledgments, if any [Sample E]
7. Dedication, if any
8. Table of contents [Sample F]
9. List of tables, if any
10. List of illustrations, if any
11. Text of dissertation [Sample G]
12. Appendices, if any [Page 7 for instructions]
13. Bibliography
14. Vita [Sample H]
15. **Blank Sheet of white 100% cotton paper**

## **PAPER**

Type manuscript on one side of standard-sized 8 1/2 x 11 in. [22 x 28 cm)), white bond paper. All pages of one manuscript must be the same size. First and second draft may be form-fed paper. Final typed copy may be printed on form-fed paper; however, photo copies must be made on "thesis-type" (100% cotton) paper.

## **DOUBLE-SPACING**

Double-space between all lines of the manuscript. Double-space after every line in the title, headings, quotations, figure captions, and all parts of tables. Do not use single spacing (with the exception of bibliography).

## **MARGINS**

**Leave margins of 1 1/2 in. (4 cm) at the left with uniform margins of 1 in. on top, bottom, and right of every page (including page #).** The length of each typed line is 6 in. Each manuscript should be printed in 12 point type (Times New Roman or Arial Fonts) Do not justify lines; instead, leave the right margin uneven. Type no more than 25 lines of text on an 8 1/2 x 11 in. (22 x 28 cm) page.

## **PAGE NUMBERS**

After the manuscript pages are arranged in the correct order, number them consecutively. The abstract title page, the title page, and the copyright page are neither counted nor numbered. Use Arabic numerals for the abstract, and roman numerals for all other preliminary material. Use Arabic numerals for the text, appendixes, bibliography, and vita. Type the numbers in the upper right-hand corner, except for chapter divisions and other pages with major headings, where page # is at bottom center. Page numbers must fit within one-inch top and bottom margin requirements. If a page must be inserted or removed after numbering is completed, renumber the pages; do not number inserted pages with, for example, "6a" or make other repairs.

## **PARAGRAPHS AND INDENTATIONS**

Indent the first line of every paragraph five spaces. Type the remaining lines of the manuscript to a uniform left-hand margin. The only exceptions to these requirements are titles, headings, table titles, and figure captions.

## **UPPERCASE LETTERS**

- TITLE [which should be in all capitals],
- SECTION HEADINGS (TABLE OF CONTENTS, ACKNOWLEDGEMENTS, APPENDIX, BIBLIOGRAPHY, VITA, etc.)
- CHAPTER TITLES

All else should be uppercase and lowercase (capitalize initial letters of important words).

## **HEADINGS**

Five Levels:

CENTERED UPPERCASE HEADING (chapter and summary headings)

Centered Uppercase and Lowercase Heading (division headings)

CENTERED, ITALICIZED, UPPERCASE  
and Lowercase Heading

Flush Left, italicized, Uppercase and Lowercase Side Heading (sub-division headings)

Indented, italicized, lowercase paragraph heading (paragraph headings)

## **PUNCTUATION**

Space after punctuation as follows:

- after commas and semicolons; one space
- after colons: two spaces  
Exception: no space after the colon in ratios [Ex. 1:5]
- after punctuation marks at the ends of sentences: two spaces
- after periods that separate parts of a bibliography: two spaces
- after the periods of the initials in personal names: one space (e.g., H. G. Bain)  
or after the periods of the following abbreviations: no space (a.m., i.e., U.S.)

Placement of punctuation with parentheses depends on the context. If the context requires a comma (as this does), the comma follows the closing parenthesis. If a complete sentence ends with a parenthesis, the period follows the closing parenthesis (like this). (If a complete sentence, like this one, is enclosed in parentheses, the period is placed inside the closing parenthesis.) If making a direct quote, the period is placed after the closing parenthesis at the end of the quotation because the author stated, "The period belongs at the end" (p. 101).

## **NUMBERS**

Spell out all numbers up through one hundred (sixty-five, ninety-two, etc.) and all round numbers that can be expressed in two words (one hundred, forty-five thousand, etc.). Exact numbers over one hundred are written as figures (514, 2982, etc.).

When numbers both above and below one hundred appear in a series or group of numbers, express all in figures.

Never begin a sentence with a figure, even when there are figures in the rest of the sentence.

Although round numbers occurring in isolation are spelled out, several round numbers

occurring close together are usually expressed in figures.

Very large round numbers are frequently expressed in figures and units of millions or billions (7.8 million, etc.).

### **HYPHENS, DASHES, and MINUS SIGNS are each typed differently.**

- hyphen: no space before or after (e.g., trial-by-trial analysis)
- dash: type as two hyphens with no space before or after (e.g., Studies--published and unpublished--are)
- minus: type as a hyphen with space on both sides (e.g., a - b).

### **SERIATION**

To show serration within a paragraph or sentence, use lowercase letters (not underlined) in parentheses:

Subjects considered (a) some alternative courses of action; (b) the factors influencing the decision, and; (c) the probability of success.

To indicate serration of separate paragraphs (e.g., itemized conclusions or successive steps in a procedure), number each paragraph with an Arabic numeral, followed by a period but not enclosed in or followed by parenthesis:

1. Begin with paragraph indentation. Type second and succeeding lines flush left.
2. The second item begins a new paragraph.

### **QUOTATIONS**

**Short quotations.** Quotations of 40 words or fewer should be incorporated into the text and enclosed by double quotation marks ("").

**Long quotations.** Display quotations of more than 40 words in a double-spaced block of typewritten lines with no quotation marks. Do not single-space. Indent five spaces from the left margin and type the entire quotation on the indented margin without the usual opening paragraph indentation. If the quotation is more than one paragraph, indent the first line of second and additional paragraphs five spaces from the new margin.

Quoted material within quotations. Enclose direct quotations within a block quotation in double quotation marks. In a quotation in running text that is already enclosed in double quotation marks, use single quotation marks to enclose quoted material.

Ellipsis points. An author uses ellipses to indicate omitted material. To indicate an omission between two sentences, type a period for the sentence followed by three spaced periods.... Type three periods with a space before and after each period... to indicate any omission within a sentence. Ellipses are not necessary at the beginning or end of a partial

quotation.

Brackets. Use [brackets], not(parentheses), to enclose material inserted in a quotation by some person other than the original writer.

Quotation marks and other punctuation. When a period or comma occurs with closing quotation marks, place the period or comma before rather than after the quotation marks. Put other punctuation outside quotation marks unless it is part of the quoted material. Example: Did we read, "Put punctuation outside quotation"? He asked, "Does punctuation belong inside quotation marks?"

#### ABSTRACT (Samples A and B)

Begin the abstract on a new page, and identify the abstract page with the title. Type the word Abstract in uppercase and lowercase letters, centered, at the top of the page.

#### TITLE PAGE (Sample D)

The title page includes the title, author and affiliation. The title should be typed in UPPERCASE and centered on the page. If the title is two or more lines, double-space between the lines. Type the name of the author in uppercase and lowercase letters, centered on the page, one double-spaced line below the title. Type the institutional affiliation, centered under the author's name, on the next double-spaced line.

#### BIBLIOGRAPHY

Start the bibliography on a new page. Type the word BIBLIOGRAPHY in uppercase letters, centered, at the top of the page. Single-space each bibliography entry; double-space between entries. Type the first line of each entry flush left; indent the second and succeeding lines five spaces. Use two-letter abbreviation for states (see "abbreviations"). Titles should be *italicized*.

##### Book - one Author

Aldrich, Joseph C. *Life-Style Evangelism*. Portland, OR: Multnomah Press, 1978.

##### Book - Two Authors

Dayton, Edward R., and Fraser, David A. *Planning Strategies for World Evangelization*. Grand Rapids: William B. Eerdmans Publishing Co., 1980.

##### Book - Editor Instead Of Author

Jones, Rufus, ed. *The Church, The Gospel and War*. New York: Harper Brothers, 1948.

##### Magazine Article

Ferguson, Sinclair B. "Timing: God's and Ours." *Eternity*, May 1987, p. 39.

For other types of bibliographical entries, consult Kate Turabian's, *A Manual For Writers of Term Papers, Theses, and Dissertations*, 5th ed., rev. and exp. by Bonnie B. Honigsblum, The University of Chicago Press, 1987.

## APPENDICES

Double space the appendices and begin each one on a separate page. Type the word APPENDIX and the identifying capital letters (A, B, etc., in the order in which they are mentioned in text) centered at the top of the page. If there is only one APPENDIX, do not use an identifying letter; the word APPENDIX is sufficient. Double-space and type the title of the APPENDIX, centered, in UPPERCASE letters. Double-space, indent the first line five spaces, and begin the text of the appendix.

## ABBREVIATIONS

A term to be abbreviated must, on its first appearance, be spelled out completely and followed immediately by its abbreviation in parentheses. Thereafter, the abbreviation may be used in text without further explanation.

The action described was credited to extrasensory perception (ESP) and ESP has been declared by many . . .

Exception: With the use of Scripture references, the books of the Bible are to be spelled out in the text and abbreviated in the reference citations.

## BOOKS OF THE OLD TESTAMENT

Genesis	Gen.
Exodus	Exod.
Leviticus	Lev.
Numbers	Num.
Deuteronomy	Deut.
Joshua	Josh.
Judges	Judg.
Ruth	Ruth
First Samuel	1 Sam.
Second Samuel	2 Sam.
First Kings	1 Kings
Second Kings	2 Kings
First Chronicles	1 Chron.
Second Chronicles	2 Chron.
Ezra	Ezra
Nehemiah	Neh.
Esther	Esth.
Job	Job
Psalms	Ps.
Proverbs	Prov.
Ecclesiastes	Eccles.
Song of Solomon	Song Sol. (also Cant.)
Isaiah	Isa.
Jeremiah	Jer.
Lamentations	Lam.
Ezekiel	Ezek.
Daniel	Dan.
Hosea	Hos.
Joel	Joel
Amos	Amos
Obadiah	Obad.
Jonah	Jon.
Micah	Mic.
Nahum	Nah.
Habakkuk	Hab.
Zephaniah	Zeph.
Haggai	Hag.
Zechariah	Zech.
Malachi	Mal.

## BOOKS OF THE NEW TESTAMENT

Matthew	Matt.
Mark	Mark
Luke	Luke
John	John
The Acts	Acts
Romans	Rom.
First Corinthians	1 Cor.
Second Corinthians	2 Cor.
Galatians	Gal.
Ephesians	Eph.
Philippians	Phil.
Colossians	Col.
First Thessalonians	1 Thess.
Second Thessalonians	2 Thess.
First Timothy	1 Tim.
Second Timothy	2 Tim.
Titus	Tit.
Philemon	Philem.
Hebrews	Heb.
James	Jas.
First Peter	1 Pet.
Second Peter	2 Pet.
First John	1 John
Second John	2 John
Third John	3 John
Jude	Jude
Revelation (also Apocalypse)	Rev. (also Apoc.)

## SELECTED APOCRYPHAL AND DEUTEROCANONICAL WORKS

1 Esdras	1 Esd
2 Esdras	2 Esd.
Tobit	Tob.
Judith	Jth.
Esther (Aprocrypha)	Esth. (Apocr.)
Widom of Solomon (also Wisdom)	Wisd. Sol. (also Wisd.)
Ecclesiasticus (also Sirach)	Ecclus. (also Sir.)
Baruch	Bar.
Song of the Three Children	Song 3 Childr.
Susanna	Sus.
Bel and the Dragon	Bel and Dr.
Prayer of Manasseh	Pr. Man.
1 Maccabees	1 Macc.
2 Maccabees	2 Macc
Gospel of Thomas	G. Thom.
Gospel of Hebrews	G. Heb.
Gospel of Peter	G. Pet.

## TWO LETTER STATE AND TERRITORY ABBREVIATIONS

Alabama	AL	Nebraska	NE
Alaska	AK	Nevada	NV
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		
Montana	MT		

## FOOTNOTES

Because they are distracting to readers and expensive to include in reading material, content footnotes should not be included in this format. In most cases, an author integrates an article best by presenting important information in the text. Rather than author identification notes, reference citations will be used.

## REFERENCE CITATIONS IN TEXT

Citation of an author's work in the text documents your work, briefly identifies the source for readers, and enables readers to locate the source of information in the alphabetical bibliography.

We will use the author-date method of citation; that is, the surname of the author and the year of publication are inserted in the text at the appropriate point. For direct quotations, page number must also be included (see samples 1-3 below).

Sample 1: He stated, "Remember to include the page number when using a direct quotation" (Smith, 1987, p. 276).

Sample 2: Smith (1987) reminds authors to "include page number when using a direct quotation" (p. 276).

Sample 3: Smith (1987) states:

Authors should always remember to include the page number when using a direct quotation. For a block quotation, like this one, the page number is included in parentheses at the end of the block quotation (p. 276).

When there is no direct quotation, but a reference citation is still needed to attribute ideas to the appropriate author, use the following guidelines. If the name of the author appears as part of the narrative (sample 4), cite only the year of publication in parentheses. otherwise, place both the name and the date, separated by a comma, in parentheses (sample 5). In the rare case in which both the year and the author are given as part of the textual discussion, do not add parenthetical information (sample 6). Remember that periods and commas should follow, not precede, parenthetical reference citations.

Sample 4: Jones (1986) compared resulting tables . . .

Sample 5: In a recent study of resulting tables (Jones, 1986) . . .

Sample 6: In 1986, Jones compared resulting tables . . .

When a work has two authors, always cite both names every time the reference occurs in text.

When a work has more than two authors and fewer than six authors, cite all authors the first time the reference occurs; in subsequent citations include only the surname of the first author followed by "et al." (not underlined and with no period after "et") and the year:

Jones, Bain, DuVall, Borden, and Carrey (1986) discovered [first citation].

Jones et al. (1986) discovered [subsequent citations]

Exceptions: If two references with the same year shorten to the same form (e.g., both Bradley, Ramirez, & Soo, 1983, and Bradley, Soo, Ramirez, & Brown, 1983, shorten to Bradley et al., 1983),, always cite both references in full to avoid confusion. Also, all multiple-author citations in footnotes, tables, and figures should include the surnames of all authors every time the citations occur.

When a work has six or more authors, cite only the surname of the first author followed by 'let al.' (not underlined and with no period after 'let') and the year for the first and subsequent citations. (In the bibliography, the surnames in references with six or more authors are spelled out.)

Exception: If two references with six or more authors shorten to the same form, cite the surnames of the first authors and of as many of the subsequent authors as are necessary to distinguish the two references, followed by 'let al.' For example, the references Lamac, Schaefer, Woodhall, Cox, Freel, and O'tool (1981) and Lamac, Schaefer, Cox, Woodhall, Freel, and Upchurch (1981) in text would be cited, respectively, as Lamac, Schaefer, Woodhall, et al. (1981) and as Lamac, Schaefer, Cox, et al. (1981).

Join the names in a multiple-author citation in running text by the word "and." In parenthetical material, in tables, and in the bibliography, join the names by an ampersand (&):

as James and Ryerson (1983) demonstrated

as has been shown (James & Ryerson, 1983)

## CORPORATE AUTHORS

The names of corporate authors are usually spelled out each time they appear in a text citation. The names of some corporate authors are spelled out in the first citation. The names of some corporate authors are spelled out in the first citation and abbreviated thereafter. In deciding whether to abbreviate the name of a corporate author, use the general rule that you need to give enough information in the text citation for the reader to locate the entry in the bibliography without difficulty. If the name of the corporate author is long and cumbersome and if the abbreviation is familiar or readily understandable, you may abbreviate the name in the second and subsequent citations. If the name is short or if the abbreviation would not be readily understandable, spell out the name each time it occurs.

Example of the name of a corporate author (e.g., association, government agency) that may be abbreviated:

Entry in reference list: National Institute of Mental Health. (1981).

First text citation: (National Institute of Mental Health [NIMH], 1981)

Subsequent text citation: (NIMH, 1981)

Example of the name of a corporate author that is spelled out:

Entry in reference list: University of Pittsburgh. (1983).

All text citations: (University of Pittsburgh, 1983)

## WORKS WITH NO AUTHOR OR WITH AN ANONYMOUS AUTHOR

When a work has no author, cite in text the first two or three words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter and underline the title of a periodical or book:

on free care ("Study Finds." 1982)

the book College Bound Seniors (1979)

Treat references to legal materials like references to works with no author; that is, in text cite materials such as court cases and statutes by the first few words of the reference and the year.

When a work's author is designated as "Anonymous," cite in text the word "Anonymous" followed by a comma and the date:

(Anonymous, 1983)

In the reference list, an anonymous work is alphabetized by the word "Anonymous."

## AUTHORS WITH THE SAME SURNAME

If a reference list includes publications by two or more authors with the same surname, include the authors' initials in all text citations to avoid confusion, even if the year of publication differs.

J. E. Jackson (1982) and K. C. Jackson (1986) also found  
J. E. Jackson et al. (1982) and K. C. Jackson (1986) studied

## TWO OR MORE WORKS WITHIN THE SAME PARENTHESES

Arrange two or more works by the same authors in the same order by year of publication. Place in-press citations last. Give the authors' surnames once; for each subsequent work, give only the date.

Past research (Graham & Norton, 1982, 1983)  
Past research (Crocker, 1976, 1977, in press)

Identify works by the same author (or by the same two or more authors in the same order) with the same publication date by the suffixes a, b, c, and so forth after the year; repeat the year. The suffixes are assigned in the bibliography, where these kinds of references are ordered alphabetically by title.

Several studies (Bain & Uncler, 1962a, 1962a, in press-a,  
in press-b)  
Several studies (Jake, 1962a, 1962b, 1962c; Reed, 1976, in  
press-a, in press-b)

List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author's surname. Separate the citations by semicolons.

Several studies (McKinney & Shearer, 1978; Callahan, 1979;  
MCNeil, 1981)

## SPECIFIC PARTS OF A SOURCE

To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations. Note that the words page and chapter are abbreviated in such text citations:

(McClellan & Fournier, 1979, p. 222)  
(Jerguenson, 1979, chap. 3)  
Jones (1986) compared resulting tables and stated "the  
imbalance should be noted" (P. 23).

## PERSONAL COMMUNICATIONS

Personal communications may be letters, memos, telephone conversation, and the like. Because they do not provide recoverable data, personal communications are not included in the bibliography. Cite personal communications in text only. Give the initials as well as the surname of the communicator and provide as exact a date as possible:

J. K. Demison (personal communication, June 4, 1986)  
(J. K. Demison, personal communication, June 4, 1986)

## TABLES AND TABLE TITLES, NOTES, AND RULES

Tables are numbered consecutively in the order in which they are first mentioned in the text and are identified by the word TABLE and an Arabic numeral. Double-space each table, regardless of length, and begin each table on a separate page.

In the text, indicate the position of each table by a clear break in the text, with the instructions set off by lines above and below:

—————  
Insert Table 2 here  
—————

**TABLE TITLE AND HEADINGS.** Type the word Table and its Arabic numeral flush left at the top of the table. Double-space and begin the table title flush left, capitalizing the initial letters of the principal words. If the title is longer than one line, double-space between lines and begin subsequent lines flush left under the first line. Center column heads and subheads over the appropriate columns within the table, capitalizing only the initial letter of the first word of each heading. Allow at least three spaces between the longest word in one column head and the longest word in another and align material in each column (e.g., align decimal points). Allow at least three spaces between columns. Center table spanner heads over the entire width of the table. If a table is longer than a manuscript page, type (table continues) at the bottom right-hand corner of the page. Begin the second and subsequent pages by repeating the column heads.

**TABLE NOTES.** Double-space all notes at the end of the table. Begin the general note, the first specific note, and the first probability note flush left.

**TABLE RULES.** Rule each table only if necessary to clarify divisions and only in light pencil. Use horizontal, not vertical rules. Make no heavy or typewritten rules.

## FIGURES AND FIGURE CAPTIONS

Figures are also numbered consecutively in the order in which they are first mentioned in the text. Use the word Figure and an Arabic numeral. Indicate the location of each figure by a clear break in the text, in the same manner as for tables:

—————  
Insert Figure 1 here  
—————

Make certain that the author (a) has identified the figures by labeling the back of each with the short article title (not the author's name) and the figure number and (b) has indicated how the figure should be placed on the printed page by placing the word TOP at the top of the figure.

**CAPTIONS.** Each figure must have a caption that includes the figure number:

Figure 1. A clear, brief description of the figure.  
Do not put the captions for figures on the figures themselves. Type all figure captions on a single separate sheet. Center the words Figure Captions, in uppercase and lowercase letters, at the top of the page. Begin each caption flush left, and type the word Figure, followed by the appropriate number (1), a period, and the caption (not underlined). Capitalize only the first word and any proper names in the caption. If the caption takes up more than one line, double space between lines and type the second and subsequent lines of the caption flush left.

(Sample A)

New Geneva Theological Seminary

PERCEPTIONS OF SELECTED MISSISSIPPI COMMUNITY  
JUNIOR COLLEGE LEADERS TOWARD COMMUNITY  
EDUCATION RELATED FACTORS

by

Thomas Lindsey Wolfe

Abstract of a Dissertation  
Submitted to the Faculty  
of New Geneva Theological Seminary  
in Partial Fulfillment of the Requirements  
for the Degree of Doctor of Ministry

May 1981

(Sample B)

Abstract

PERCEPTIONS OF SELECTED MISSISSIPPI COMMUNITY  
JUNIOR COLLEGE LEADERS TOWARD COMMUNITY  
EDUCATION RELATED FACTORS

by

Thomas Lindsey Wolfe

May 1981

The research was designed to measure the perceptions of Mississippi community junior college leaders toward community education related factors. Subjects consisted of the population of community junior college presidents, academic deans, vocational education directors, continuing education directors, and boards of trustees chairmen. A questionnaire consisting of thirty-three Likert scale items and ten item response questions was used to gather data. Subjects were asked to respond to items under four specific categories: (1) philosophical perceptions, (2) curriculum perceptions, (3) finance perceptions, and (4) financial burden perceptions. For each of the categories of Likert scored items, mean scores were calculated, ranked, and analyzed.

(Sample C)

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THOMAS LINDSEY WOLFE  
1981

(Sample D)

New Geneva Theological Seminary

PERCEPTIONS OF SELECTED MISSISSIPPI COMMUNITY  
JUNIOR COLLEGE LEADERS TOWARD COMMUNITY  
EDUCATION RELATED FACTORS

by

Thomas Lindsey Wolfe

A Dissertation  
Submitted to the Faculty  
of New Geneva Theological Seminary  
in Partial Fulfillment of the Requirements  
for the Degree of Doctor of Ministry

Approved:

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Advisor

---

Dean of the Seminary

May 1981

(Sample E)

## ACKNOWLEDGEMENTS

The writer wishes to express his most sincere thanks to the members of his committee, Dr. Simon Kistemaker, Dr. Paul Fowler, Dr. James DeYoung, Dr. Luder Whitlock, and Dr. Norman E. Harper, for their assistance and encouragement during the preparation of this study.

A special thanks is expressed to Dr. John R. DeWitt, who served as committee chairman. His encouragement, infinite patience, and friendship were invaluable to the writer. A special thanks is also reserved for Dr. Luder Whitlock, who introduced the writer to the very special concept of conflict management.

To the writer's wife, Mary, who was always there with an encouraging word, a helping hand, patience, and love, a deep appreciation is extended.

(Sample F)

TABLE OF CONTENTS

ACKNOWLEDGEMENTS	i
LIST OF TABLES	iv
Chapter	
I. INTRODUCTION	1
Background of the Study	
Statement of the Problem	
Purpose of the Study	
Justification of the Study	
Hypotheses	
Additional Questions to be Considered	
Assumptions	
Limitations and Delimitations	
Definition of Terms	
Procedures	
II. REVIEW OF THE LITERATURE	25
The Community Service Function of the Community Junior College	
Community Education	
Community Education: Versions of a Concept	
Community School - Community College	
Cooperation and Coordination	
Mississippi Community Junior Colleges	
Current Status of the Community Junior College in Mississippi	
III. METHODOLOGY	83
Group Perceptions	
Perceptions of Community Education	
Related Factors by Population Group	
Group Perceptions According to Size and Location of Responding Institutions	
Group Perceptions--Sharing of Finance Burden	
Descriptive Question Analysis	
IV. RESULTS AND ANALYSLS OF DATA.	132
Perceptions of Mississippi Community Junior College Leaders According to Population Group	
Perceptions of Mississippi Community Junior College Leaders According to Geographic Location	

V. SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS	152
Conclusions	
Recommendations	
Needed Research	
APPENDIX	
A. LETTER TO ALL SUBJECTS	167
B. FOLLOW-UP LETTER TO ALL SUBJECTS	168
C. LETTER OF STUDY ENDORSEMENT	169
D. LETTER OF PERMISSION	170
E. QUESTIONNAIRE	171
BIBLIOGRAPHY	175
VITA	180

(Sample G)

## CHAPTER I

### INTRODUCTION

#### Background of the Study

(Sample H)

#### VITA

Elizabeth Jane Doe, daughter of Bessie Pierce Doe and the late Dr. William Frank Doe, was born October 12, 1927, at Birmingham, Alabama.

She attended the public schools at Oxford, Mississippi, and holds a Bachelor of Arts degree from the University of Mississippi with a major in psychology. She received the Master and Doctor of Education degrees in educational administration from the University of Southern Mississippi.

Her work experience in the field of education includes: eight years teaching experience in the public schools at both the elementary and secondary levels, four years administrative experience as an elementary school principal with the United States Army Dependents Education Group in Europe, and two and one-half years as part-time instructor and teaching fellow at the University of Southern Mississippi.

She is a member and past president of Theta Gamma chapter of Kappa Delta Pi, national education honor society.