

NEW GENEVA THEOLOGICAL SEMINARY  
MANUAL FOR THE DOCTORATE  
MAJOR PROJECT DISSERTATION

PREPARED BY  
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## **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 a typed copy of entire dissertation and have this edited by a qualified editor if necessary.
- The second draft: Make corrections to the first draft based on editor's and adviser's adjustments.
- Make three photocopies and give copies to the adviser and the two other members of dissertation review committee.
- The third draft: Complete the final copy including all editorial adjustments suggested by the dissertation review committee.

Make three copies of the final draft on 100% cotton paper and send to New Geneva Registrar for binding.

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.

## **COMMON MISTAKES**

- Verify that the margins are correct throughout the entire document, including the pages before the body of the paper. The margin needs to be 1½ inches on the left-hand side for binding.
- Verify that the names of Chapters, Headings, Sub-Headings, Page Numbers, Appendix, and Titles are the same as listed in the Table of Contents.
- Verify Abbreviations with the list included in this manual.
- Verify your font size and style is the same throughout the document.
- Verify all Appendices are referenced in the text.
- Verify the Bibliography lists only the city where published and not the state.
- Verify removal of verse numbers in scripture quotations unless necessary for reference in the text.

## **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**

Manuscript should be typed on one side of standard-sized 8½ x 11 in. (22 x 28 cm) white bond paper. Final typed copy must be made on 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 the Copyright and Bibliography).

## **MARGINS**

Leave margins of 1½ 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, appendices, 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, colons and semicolons: one space  
**Exception:** no space after the colon in ratios [Ex. 1:5]
- after punctuation marks at the ends of sentences: one space
- after periods that separate parts of a bibliography: one space
- after 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.,)

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:** no space before or after (e.g., studies—published and unpublished—will be considered)
- **Minus Signs:** type as a hyphen with space on both sides (e.g., a - b).

## SERIATION

To show seriation 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 quotation marks.
- **Long quotations:** Display quotations of more than forty 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. Type three periods with spaces between ( . . . ) to indicate any omission within a sentence. To indicate an omission between two sentences, type a period for the sentence followed by three periods. 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. Examples:
  - 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.

## COPYRIGHT (Sample C)

The copyright should be single-spaced and centered in the middle 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.
- For well-known cities, list only the city of publication.
- Titles should be *italicized*.

### Examples:

- Book—One Author: Aldrich, Joseph C. *Life-Style Evangelism*. Portland: 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.
- Journal Article: Leyerle, Blake. "John Chrysostom on the Gaze," *Journal of Early Christian Studies* 81 (2003): 159–74.
- For other types of bibliographical entries, consult Kate Turabian, *A Manual For Writers of Term Papers, Theses, and Dissertations*, 7th ed., rev. by Wayne C. Booth et al., (Chicago: University of Chicago Press), 2009.

## 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.

## 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: Jones (1986) compared resulting tables...
- Sample 5: place both the name and the date, separated by a comma, in parentheses. In a recent study of resulting tables (Jones, 1986)...
- Sample 6: In the rare case which both the year and the author are given as part of the textual discussion, do not add parenthetical information. In 1986, Jones compared resulting table...

Remember that periods and commas should follow, not precede, parenthetical reference citations.

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.
- 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 “et al.” (not underlined and with no period after “et”) 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 “et 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.

- Sample 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)

- Sample 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.

## 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

- 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
- 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 (underlined), followed by the appropriate number (underlined), 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.

## 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	Esther
Job	Job
Psalms	Ps. (plural Pss.)
Proverbs	Prov.
Ecclesiastes	Eccles.
Song of Solomon	Song of Sol. (also Cant.)
Isaiah	Isa.
Jeremiah	Jer.
Lamentations	Lam.
Ezekiel	Ezek.
Daniel	Dan.
Hosea	Hosea
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	Titus
Philemon	Philem.
Hebrews	Heb.
James	James
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**

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

**TWO LETTER STATE AND TERRITORY ABBREVIATIONS**

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



(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)

COPYRIGHT BY  
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)

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(Sample G)

## CHAPTER I

### INTRODUCTION

#### Background of the Study

(Sample H)

## VITA

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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.

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