



## **DOCTOR OF MINISTRY FINAL PROJECT REPORT MANUAL**

This manual describes the elements, mechanics, and procedures for the D.Min. Final Project Report required by Hartford Seminary. The final deposit of the paper to the Seminary Academic Advisor will not be accepted unless it conforms to the standards outlined below.

The D.Min. student who is entering the Final Project phase of his/her program should read this manual carefully. Two additional documents are also relevant and necessary for preparing for the Final Project and understanding what is required for the Final Project Report which is submitted for the Final Project Oral Exam:

1. *Hartford Seminary General Guidelines for a Research Paper*
2. *Hartford Seminary Guidelines for D.Min. Ministry Project Proposals*

These may be obtained from instructors in the Colleague Seminar, or from the Office of the Dean.

### **ELEMENTS OF THE FINAL PROJECT REPORT**

Typically, the Final Project Report consists of three parts:

- I. The preliminaries (*should appear in this order*)
  - title page
  - copyright page
  - abstract
  - curriculum vitae
  - dedication (*optional*)
  - epigraph (*optional*)
  - acknowledgments (*optional*)
  - table of contents
  - list of tables (*optional*)
  - preface (*optional*)
- II. The text
  - the body of your paper (*Introduction—if you have one, and chapters*)
- III. The reference materials (*should appear in this order*)
  - appendix (*or appendices*)
  - endnotes (*if you chose endnotes instead of footnotes—this is strongly discouraged*)
  - bibliography or list of references

#### **I. The Preliminaries**

***Important note:*** All preliminary pages are to be numbered consecutively in lower case roman numerals, beginning with “ii” on the first page to follow the copyright page. The title page is considered “i,” but the number is not to appear on that page. The copyright page is the only page that is not counted or numbered. For preliminary pages only, the page numbers are to be centered, without punctuation marks,  $\frac{3}{4}$  inch from the bottom edge of the paper.

TITLE PAGE (*see attached sample*)

1. The title appears in all capital letters and each line of it is centered.
  2. The author's name is to be in upper and lower case, with no indication of academic or other titles.
3. The project advisor's name should include the title "Professor."

#### COPYRIGHT PAGE

1. The copyright notice should be centered left to right and slightly above center vertically. It should be single-spaced and follow this form (insert year of final deposit):

Copyright by  
YOUR NAME IN CAPITAL LETTERS  
2001  
All Rights Reserved

#### ABSTRACT

1. The abstract should be no less than 200 words, no more than 350 words. It is an overview of your topic, argument, and conclusions. Because the contents of the abstract will be entered into a searchable computer database, weave into the abstract key terms that indicate the major components of your project (e.g., congregational studies, chaplaincy, youth education, worship, baby boomers, sacraments, etc.). After your Oral Exam you will be asked to also write a 100 word abstract for ATLA's Doctor of Ministry database.
2. The abstract should be double-spaced.
3. The title ABSTRACT should appear in all capital letters, 2 inches down from the top edge of the paper, and centered left to right. The text begins on the fourth line below this heading.

#### CURRICULUM VITAE (*see attached sample*)

1. The CV should be 1-2 pages in length, and include:
  - your name
  - personal information (*optional*)
  - secondary and post-secondary educational history
  - highlights of your professional experience
  - highlights of your community involvement
  - publications (*optional*)
  - honors (*optional*)

#### DEDICATION (*optional*)

1. The dedication is to be brief, centered on the page left to right, slightly above the center vertically, and single-spaced. No heading is necessary.

#### EPIGRAPH (*optional*)

1. The epigraph is a quotation from another author that summarizes a central element of your final project, or gets the reader thinking in a direction conducive to appreciating your project. The source of the quotation is neither footnoted nor endnoted, but given directly below the quotation and aligned to end at the right margin. Citation information is limited here to the author's name and the title of the work. There is no heading for this page, and it is single-spaced.

#### ACKNOWLEDGMENTS (*optional*)

1. This page begins with the heading ACKNOWLEDGMENTS, which should appear in all capital letters, 2 inches down from the top edge of the paper, and centered left to right. The text begins on the fourth line below this heading and is double-spaced.
2. May include expression of gratitude to individuals, authors, or organizations for assistance offered or permission granted in the work of the final project.

## TABLE OF CONTENTS (*see attached sample*)

1. The heading TABLE OF CONTENTS should appear in all capital letters, 2 inches down from the top edge of the paper, and centered left to right. The listing of the contents begins on the fourth line below this heading and at the left margin.
2. If the table of contents continues to subsequent pages, these pages should have *no* heading or continuation notice.
3. All contents in the paper following—*but none preceding*—the table of contents are to be listed in it.
4. Place page numbers opposite the *last* line of each entry in the table of contents, with last digit of the page numbers aligned flush right. Connect entries to page numbers with a line of ellipses ( . . . . . ).
5. Include only major divisions (chapter titles) and first-order subheadings (see below, under “SUBDIVISIONS”).

## LIST OF TABLES (*optional*)

1. The heading LIST OF TABLES should appear in all capital letters, 2 inches down from the top edge of the paper, and centered left to right. The listing of the contents begins on the fourth line below this heading.
2. Captions are to be listed exactly as they appear in the body of the paper.
3. Place page numbers opposite the *last* line of each entry in the table of contents, with last digit of the page numbers aligned flush right. Connect entries to page numbers with a line of ellipses ( . . . . . ).

## PREFACE (*optional*)

1. If you determine that a preface is necessary, keep it *brief*. Limit it to commenting on your interest in the project, or the issue that motivated the project, or on a unique method you may have employed that is central to the overall project.
2. The heading PREFACE should appear in all capital letters, 2 inches down from the top edge of the paper, and centered left to right. The text begins on the fourth line below this heading and should be double-spaced.

## II. The Text

***Important note:*** All text pages (the “text” begins with the INTRODUCTION, or, if there is no INTRODUCTION, with CHAPTER ONE) are to be numbered consecutively in Arabic numerals, beginning with “1” on the first page to follow the preliminaries. These page numbers are to be placed, without punctuation marks, in the upper right-hand corner 1 inch from the right edge of the paper and ¾ inch from the top edge of the paper.

## MAJOR DIVISIONS

1. Your Introduction (if your paper includes one), Chapters, and Conclusion are referred to as “major divisions.”
2. Each major division must begin on a new page. Headings for major divisions are to appear in all capital letters, 2 inches down from the top edge of the paper, and centered left to right. The text begins on the fourth line below the last line of this heading and should be double-spaced.
3. The heading for a major division consists of a chapter designation on the first centered line, and the descriptive title on the second centered line (and subsequent line(s) if it is a long title). The heading may be either single- or double-spaced. Example:

### CHAPTER I

#### THE RITE OF MARRIAGE IN THE ARMENIAN CHURCH

For the INTRODUCTION and CONCLUSION, do not include a numbered chapter designation. Simply use INTRODUCTION or CONCLUSION as the heading.

## SUBDIVISIONS

1. The subsections of a major division are referred to as “subdivisions.” There are first-, second-, third-, etc., orders of subdivisions. In outlining your paper you have probably thought the organization through in these terms, which could be diagrammed as follows:

II. The Marriage Rite in a Blended Immigrant Parish (*major division—chapter title*)

A. A Short History of St. Gregory’s Parish in Springfield (*first-order subdivision*)

1. The First Wave (*second-order subdivision*)

a. A Cohesive Community (*third-order subdivision*)

2. The Second Wave (*second-order subdivision*)

B. Points of Stress in Current Practice of the Rite (*first-order subdivision*)

1. Language Barriers (*second-order subdivision*)

2. Within the chapters, you must choose a style that distinguishes *each* level of subdivision and use it *consistently* throughout the paper. Ways to distinguish levels include location of the subdivision title (flush left, indented, centered), italicization, underlining, bolding, all capital letters. So for instance, within the text of the chapter outlined above, the divisions above could appear as follows:

CHAPTER II

THE MARRIAGE RITE IN A BLENDED IMMIGRANT PARISH

***A Short History of St. Gregory’s Parish in Springfield***

Xxxx xx xxxxxx xxx xxxxxxxxxxxxxxxx xx xxxxxx xxxx xxx xxxxxxxxxxxxxxxxxx xx xxxx xx xxxxx.

Xxxxxxx x xxx xxxxxxxx xxxx xx xxxxxxxxxxxxxxxxxx xxx x xxxx....

**The First Wave**

Xxxx xx xxxxxx xxx xxxxxxxxxxxxxxxx xx xxxxxx xxxx xxx xxxxxxxxxxxxxxxxxx xx xxxx xx xxxxx.

Xxxxxxx x xxx xxxxxxxx xxxx xx xxxxxxxxxxxxxxxxxx xxx x xxxx....

**A Cohesive Community**

Xxxx xx xxxxxx xxx xxxxxxxxxxxxxxxx xx xxxxxx xxxx xxx xxxxxxxxxxxxxxxxxx xx xxxx xx xxxxx.

Xxxxxxx x xxx xxxxxxxx xxxx xx xxxxxxxxxxxxxxxxxx xxx x xxxx....

# The Second Wave

Xxxx xx xxxxxx xxx xxxxxxxxxxxxxxxx xx xxxxxx xxxx xxx xxxxxxxxxxxxxxxx xx xxxx xx xxxxx.

Xxxxxxx x xxx xxxxxx xxxx xx xxxxxxxxxxxxxxxx xxx x xxxx....

## Points of Stress in Current Practice of the Rite

## Language Barriers

Xxxx xx xxxxxx xxx xxxxxxxxxxxxxxxx xx xxxxxx xxxx xxx xxxxxxxxxxxxxxxx xx xxxx xx xx

xxx. Xxxxxxx x xxx xxxxxx xxxx xx xxxxxxxxxxxxxxxx xxx x xxxx....

3. *Never* divide one subdivision from another by beginning a new page, unless the preceding subdivision ends very close to the bottom of the the page. At most, insert a triple-space between the last line of one subdivision and the title of the following subdivision.

### III. The Reference Materials

**Important note:** All reference pages (appendix, endnotes if used, and bibliography) are to be numbered consecutively in Arabic numerals, *in continuation* with the numbering used in the “text.” If, for example, the final page of your last chapter is “110,” the first reference page which follows will be numbered “111.” These page numbers are to be placed, without punctuation marks, in the upper right-hand corner 1 inch from the right edge of the paper and  $\frac{3}{4}$  inch from the top edge of the paper.

#### APPENDIX (or Appendices)

1. It is common for D.Min. final project papers to have at least one APPENDIX. Materials appropriate for appendices include questionnaires, survey results, church bulletins, cover letters, brochures, etc.
2. It is recommended that the first page of each appendix offer a listing of what it includes.
3. Remember to preserve your margins (left=1 ½ inches, right=1 inch, top and bottom=1 inch) in assembling the materials included in the appendix. For the final deposit, *all* of these materials must be printed or copied onto white paper (20# cotton or rag bond), so that they can be reproduced on microfilm. Photographs, unless they are pre-screened, will not reproduce on film.

#### ENDNOTES (if you have not used footnotes)

1. Footnotes are required for Final Project Reports. The reason for this is that all Final Project Reports are archived on microfilm, and footnotes allow a paper to be read without the necessity of jumping to the end of the film to locate the references. The only exception to this requirement is if your word processing program is not capable of formatting footnotes. This exception must have your advisor’s approval.
2. If you do use endnotes, they are to be placed after the APPENDIX, and before the BIBLIOGRAPHY.
3. The heading NOTES should appear in all capital letters, 2 inches down from the top edge of the paper, and centered left to right. The listing of references begins on the fourth line below this heading and at the left margin. See *Hartford Seminary General Guidelines for a Research Paper* for instructions and samples on the formatting of notes. If this document does not include an example of the kind of resource you are citing, refer to either Kate Turabian’s *A Manual for Writers*, or *The Chicago Manual of Style*, the standard upon which she relies.



## PROCEDURES FOR MOVING INTO FINAL PHASE OF D.MIN. PROGRAM

### BEFORE THE FINAL PROJECT ORAL EXAM

1. Every D.Min. student must go before a faculty committee for an oral examination when the Final Project Report is complete and has satisfied the student's advisor.
2. When a draft of the Final Project Report has met with the advisor's approval, it is the student's responsibility to begin the exam scheduling process. In order to schedule an exam, the student must contact the Dean's Assistant. This process requires a minimum of *three weeks* from the date of the first contact. In preparation for the *first* contact, the student must have consulted with his/her advisor and the two need to have agreed on 3 alternative dates for the exam.
3. It is expected that the student has conformed his/her Report to the technical and stylistic standards outlined in the Seminary's "Hartford Seminary General Guidelines for a Research Paper" and "Doctor of Ministry Final Project Report Manual" *before* the exam occurs—with the exception of the acid-free paper. The student should confirm with his/her advisor, in advance, that these standards have been met.
4. After consulting with each other, either the advisor or the student may *suggest* second and third readers who have expertise relevant to the student's project/paper. This will be listed on the "Exam Checklist" which the student will fill out in the process of scheduling the exam. But selection of faculty readers is done finally by the Dean, who will consider an equitable distribution of exam workload among faculty and faculty availability, as well as expertise.
5. In preparing for an oral exam, it is the student's responsibility to provide the Dean's Assistant with three copies of the Final Project Report (the draft that has been approved by the advisor) for her to distribute to the advisor and the other two faculty readers. These copies should not be bound, but simply loose pages, printed or copied on regular paper, inserted in a manila file folder. It is acceptable for the exam for the pages to be printed or copied on both sides of the paper.
6. Immediately following the exam, the student is to meet with the Seminary Academic Advisor for a debriefing. At this time, details about the final deposit of the Final Project Report, paperwork necessary for graduation, and information about how the degree will be conferred will be discussed. The Dean's Assistant will arrange an appointment for this debriefing.

### AFTER THE FINAL PROJECT ORAL EXAM

1. If your examining committee has determined that you need revisions on your Final Project Report, you must complete the revisions and submit your revised Report to your advisor or revision review committee as soon as possible. Your degree will not be voted at the Academic Council or Board of Trustees meetings until after all revisions are approved and the final deposit of the Report has been made.
2. After the final deposit of the Final Project Report has been made, all bills paid (including the graduation fee), and all final paperwork submitted, the student's name and a description of the Final Project will be brought before the next Academic Council meeting by the Dean, and voted on by all core faculty present. From here it will go to the Seminary Board of Trustees for a vote. It is only with the final vote of the Board of Trustees that the awarding of the degree is approved. At any time *after* the faculty and board have approved the candidate by vote, the degree may be conferred.
3. Doctor of Ministry degrees are generally conferred on the recipient at his/her place of ministry, by the President or Dean of the Seminary, or by the student's advisor. This is an important way to recognize that the congregation and/or co-workers of the recipient of the degree have played a part in the work that was done to earn the degree. The conferral ceremony is typically built into a regular service of worship, or follows immediately afterward. At the conferral ceremony, the recipient is "hooded" and the diploma is presented. Because diplomas are printed in batches at intervals during each year, the diploma presented at the actual conferral will be an unofficial one. Depending on the time of year, the official diploma will be mailed to the recipient two to eight months after the ceremony.
4. In order to arrange for the President (or representative) to confer the degree, the student must contact the Office of the Dean to discuss who will confer the degree and possible dates. All of these dates *must* be subsequent to the next Seminary Board of Trustees meeting. Within reason, and if needed, the expenses for transportation and lodging of the person conferring the degree will be covered by the Seminary.
5. A student may choose to have his/her degree conferred, instead, at the annual commencement ceremony at the Seminary. This generally occurs early in October each year. Students who have already had their degrees conferred

at their place of ministry are also welcome to attend the Seminary commencement ceremony and be recognized during the proceedings.

6. *Hood and gown:* Doctoral hoods and gowns may be ordered through the Hartford Seminary Bookstore. A small number of hoods are generally kept in stock. The Seminary has a doctoral hood which we use during conferral ceremonies if you do not wish to purchase one. However, you must inform the Seminary representative who is awarding your degree if you decide to use the loaner.