



# Thesis Project Handbook

Doctor of Worship Studies [DWS] 801

Gerald Borchert, Ph.D.  
Keith Ray II, D.Min.  
Thesis Directors

Revised January 2011

The Robert E. Webber  
Institute for Worship Studies  
Orange Park, Florida

© Copyright Gerald L. Borchert and Keith D Ray II 2011

# A Letter to Our Students

**Dear I.W.S. Student:**

**Congratulations on reaching the thesis phase of your educational program. You have been working hard to reach this project stage and we look forward to working with you as you seek to make a difference in the life of the Christian community through your ministry project.**

**This handbook will guide you through the process of formulating a thesis/project proposal, implementing a ministry action, and writing a final document, the thesis itself.**

**The Robert E. Webber Institute for Worship Studies offers you the opportunity to draw upon sound biblical, historical, theological, and missiological resources of the Christian faith in the planning and leading of Christian worship in a particular cultural context. This project is not simply a requirement of your degree program. It is equally an opportunity for you to impact the Christian worship and life of your community. In approaching this task we expect you to use sound methods of “analysis, action and reflection” as you seek to be God inspired agents for the ongoing development and change within your sphere of ministry praxis in the heritage of both the “Ancient-Future” and “Reformation” perspectives of the Christian Church.**

**May the Triune God guide and empower you as you use this time of study to serve our victorious Savior, Jesus Christ, through your various worship-related ministries. This project, while helping you to satisfy the educational requirements of the doctoral program, is intended for you to make an impact in the worship life of the people of God. We are pleased to work with you in this final stage of your degree program and we pray that God will bless and inspire you as you move through this process.**

**Cordially in Christ,**

**Gerald L. Borchert, Ph.D.  
Thesis Director**

**Keith D. Ray II, D.Min.  
Thesis Director**

## SECTION 1

### GENERAL THESIS INFORMATION

#### Thesis Tuition

The thesis course at the Robert E. Webber Institute for Worship Studies (I.W.S.) is an eight credit hour course. Tuition should be paid at the current credit hourly rate for I.W.S. courses.

#### Thesis/Project Seminar and Workshop

The Thesis/Project Seminar and Workshop is designed to assist students at the thesis stage of their program to formulate their theses/projects so as to enhance and expedite the conception, formulation, research process, preparation and writing of both an acceptable proposal and the final thesis/project report. Special attention is given to the integration of the theological disciplines into the writing of the thesis/project report. The seminar aspect is organized in such a way so that it provides step by step instruction concerning the various segments of the thesis/project. The workshop aspect is to provide a firsthand encounter with the experience of formulating the proposal in a manner so that it deals with the actual suggested theses and projects of students enrolled in the seminar. It is imperative that all students plan to participate fully in the class. The thesis seminar is held during the same week and for the same length of time as the I.W.S. on-campus sessions in January and June. Please plan to be with class for the entire week. It is critically important for all students to participate in the entire course.

#### Seminar/Workshop Preparation and Engagement

As a student you should come to class prepared to discuss your proposed thesis **topic** in some detail. Clearly be prepared to name the problem(s) or issue(s) you wish to address in the thesis project. Next be prepared to articulate the ministry action/intervention you think you should undertake in addressing the problem(s)/issue(s). If you struggle with what is the primary issue which you wish to address, bring a couple of issues and we will assist you in choosing one which will be appropriate for your project. During the seminar we will also assist you in gaining clarity in formulating or in reformulating the problem and arriving at an effective way of confronting the problem or issue. Give some attention to determining the important biblical texts that will assist you in dealing with the issue. In this process be sure to consult the text by one of your instructors [Gerald Borchert, *Worship in the New Testament* (Chalice Press, 2007)] and Volume 1 of Webber's *The Complete Library*. Reflect on matters associated with your issue within the history of the church and your denominational heritage. Also, consider which are the persons who have impacted the thinking of your heritage. If you can do this preliminary preparation for the seminar, you will progress much further in the workshop aspect of the course.

The goal of the seminar will be to enable you as a participant to leave with a **pre-proposal** which can then be expanded, enhanced and developed in consultation with your supervisor into an acceptable proposal.

During the seminar we will review your role at the church or institution in which you are serving and/or in which you expect to conduct your project. The question of your authority/approval to do the project will be evaluated since all I.W.S. theses **must be applied studies** based on appropriate research and personal involvement. Each student attending the seminar/workshop should make an effort to achieve as much clarity as possible concerning the many facets of the thesis project. We will review with you the biblical, historical, theological, and missiological resources you will use to ground your project. We will examine with you what makes your proposed ministry action legitimate in light of this biblical, historical and theological reflection. We will discuss the social setting in which you are conducting your project and we will expect you to develop the main goal of your thesis along with project and personal sub-goals you envision should be included. Also, we will expect you to develop a plan for how you will evaluate the project and how you will obtain the necessary resources to support your research.

The thesis project is grounded in God's story of creation, incarnation, and recreation. Thus, in your preparations you will want to consider the specific **biblical texts** that could impact your project (approximately 5 pericopes, drawing from both testaments). Also, come with the names of those theologians who articulate for you the position of your project. Make sure to include persons from within your tradition, though you may not always agree with them. You certainly may dialogue with others from different traditions so long as you clearly articulate the theological viewpoints within **your own faith family**.

Our course is mainly one of dialogue. You will have a number of opportunities to share aspects of your proposed project with the class for feedback and refinement.

As you come to class remember: It is very likely that your project will change as the week goes by. Do not let this possibility trouble you! It is better to make adjustments now than after you have been further into your work.

### **Applied/Action Research**

The thesis project is a capstone experience for the D.W.S. degree that allows the student to demonstrate his/her ability to analyze a problem/issue in the area of worship studies in a particular context and respond to the problem/issue with an appropriate ministry intervention that is evaluated for effectiveness. The goal of applied/action research is to achieve a real improvement in ministry based on a careful analysis of the issue at hand as well as an understanding of the particular context where the ministry is located. We characterize such research as having three phases:

- **Phase 1: Identifying & Planning.** In this phase the researcher defines the problem or issue that needs to be addressed. Some problems may not be readily defined without careful study and reflection. It is imperative that the student identifies the correct problem that is creating a need for ministry intervention. Drawing upon the biblical, historical, theological, and ministerial resources of the Christian faith, the researcher then develops a proposed ministry intervention to address the identified issue/problem for the specific context. The researcher also establishes appropriate means to evaluate the effectiveness of the ministry intervention.
- **Phase 2: Implementing Ministry Intervention.** In this phase the researcher implements the project in the community. Note: You must not implement a ministry project until you have received approval of your thesis proposal by one of the thesis directors (Borchert/Ray)! If you begin prematurely, you may have to start the process over again!
- **Phase 3: Reflecting and Analyzing.** Once the ministry intervention is complete, the researcher spends ample time analyzing the effectiveness of the project, including highlighting the successes and shortcomings of the intervention with respect to the goals of the project. This reflection leads to recommendations for next steps to further strengthen ministry in the future.

### **Securing a Supervisor**

In consultation with the faculty, Dr. Borchert and Dr. Ray will give final approval to your supervisor/mentor. You may ask any of the I.W.S. doctoral faculty or others who have been pre-approved by the thesis directors to be supervisors. To use someone outside the approved thesis supervisors, you should submit a request to Dr. Borchert and Dr. Ray along with a vitae from the proposed supervisor. He/she should have a Ph.D. or its equivalent, be able to help you in the formulation of your proposal, and be available to supervise your thesis. It is very important that your supervisor understands the I.W.S. process or you may flounder in the development of your project.

## GENERAL OUTLINE OF THE THESIS PROPOSAL

Once you have completed the thesis course, your next step is to work with your supervisor in developing a thesis proposal. This step is a very important in the thesis process. The proposal will serve as an outline and guide as you move through the actual project. The following outline provides a general overview of a thesis proposal.

### 1. Title.

The project's title should give the reader a clear statement of the project's focus as well as the context of the ministry action. Titles should convey the basic purpose of the project. Some examples of acceptable titles are: *Implementing a Lectionary-Based Bible Study for the Season of Lent at First Church, Cleveland, Ohio* and *Developing a Curriculum to Introduce the Church Year to Children at First Church, Atlanta, Georgia*.

### 2. Statement of the Problem.

By definition and design a thesis/project at I.W.S. is a response to a particular issue, problem or concern in the area of worship. In this section of the thesis proposal the student should seek to state as clearly and precisely as possible the nature of that issue, problem or concern which he or she is trying to address. This statement should include a description of the ministry setting, a definition of any important terms related to the issue and a brief personal statement of the student's own interest or rationale for dealing with this concern. Why is this issue/topic important to your ministry?

### 3. Purpose and Goals of the Thesis/Project.

In this section the student should seek to define the primary purpose of the thesis/project. In defining the purpose the student should state how the thesis/project proposes to provide some solution to or treatment of the specific ministry issue, problem or concern which was previously articulated. For example: *The purpose of this project is to develop and evaluate a program of prayer enhancement through five different models of evening prayer at First Church, Athens, Ohio* or *The purpose of this project is to shift the calendrical focus from a secular orientation to a religious orientation through the instruction, use, and evaluation of a worship pattern based on the Church Year at First Church, Denver, Colorado*.

Following the statement of the main purpose, the student should then define the several supporting goals that enable the main purpose to be accomplished.

It should be obvious that the possibilities for developing a purpose statement for a thesis/project are almost endless. Several factors are important in the defining of the sub-goals for the project. They should be specific to the purpose in terms of the time involved and the size of the group expected to be involved in seminar-type projects. They should spell out the stages which these sub-goals may hope to accomplish. They should also state the personal goal(s) which the student hopes to accomplish as a learning experience through this study and research process.

While not all students will reach clarity on sub-goals early, a significant attempt should be made to begin the process because defining these sub-goals will expedite the proposal process.

#### **4. Statements of Methodologies Involved in the Study**

All Action Research thesis projects should be rooted in awareness of the Divine narrative of God and, therefore, students should articulate a significant engagement with the primary resources of the Christian faith. As the I.W.S. catalog states, “We do not sever ministry from God’s story, but situate it in God’s story through reflection in the biblical, historical, theological, cultural and missiological disciplines. We seek, therefore, to form all ministry by the Divine narrative, not the cultural narrative.”

##### ***a. Biblical, Historical, and Theological Processes to be Employed.***

Students should ask themselves, “What are the biblical, historical, and theological resources which will assist me in achieving clarity for dealing with the problem or issue being treated?” More precisely: Specifically what are some important biblical texts that impact most directly the topics being treated? What are the significant historical and theological concerns and church experiences of the past which can provide perspective on the concerns and topic being addressed in the thesis/project?

1) It is **crucial in the proposal** to select the most **representative biblical** texts/passages (usually not more than five or six pertinent texts) to be explicated in the thesis.

2) It is **also critical** in the proposal and the thesis to keep in mind that the I.W.S. stated theological orientation concerning education is based on a commitment to a worldview that is rooted in the story of the **Triune God** as found in the Old and New Testaments and in the person of Jesus Christ. Your thesis directors will challenge you to consider the significance of such a Christian orientation in your thesis.

3) It is **necessary in the proposal** to supply a minimum of two or three appropriate **recent commentaries** (biblical scholarship) which will support your

research **on each text selected**. For New Testament commentaries see the list at the front of your text by G. Borchert, *Worship in the New Testament*. For Old Testament commentaries see the website: <[http://biblical-studies.ca/ot\\_commentaries/otcom.html](http://biblical-studies.ca/ot_commentaries/otcom.html)> .

4) Historically, **it is important** to indicate **what aspects** of your **particular church tradition** are significant for your study. Also, what events/issues in the **history of Christianity** have impacted your particular area of concern? Volume 2 of the *Complete Library* edited by Robert Webber may be of assistance to you.

5) Theologically, **it is necessary** for you to choose two or three theologians who **represent** your **perspectives** or who can supply you with insights for your topic. Be sure that you include someone who would represent your **denominational heritage**.

#### **b. Ministry, Social, and Cultural Methodological Concerns.**

Students should consider what are the **contextual ministry and social resources** that will assist them in reaching adequate conclusions concerning their study. What kind of analysis is being undertaken? To what extent does the study use quantitative or qualitative research patterns? Or a mixture of the two? Is the type of congregation being studied important? The type of neighborhood? The denominational history? The racial mix of the congregation? The age groups involved, such as: Builders, Generation X-ers or Millennials? The usefulness of patterns such as blended, seeker-sensitive, contemporary or traditional services?

Briefly stated: Does the student understand the ministerial, ecclesiastical, social and cultural contexts involved? Does he or she understand how patterns of worship and social perspectives have an impact on the effectiveness of doing the thesis/project?

### **5. Thesis/Project Design**

In this section of the proposal the student should state point by point what she or he intends to do and how the study will be organized. In this section the student has the opportunity to articulate: “I intend first to... Then I will... Next...”, etc.

### **6. Feedback and Evaluation**

This section of the thesis/project is very important because it enables the student to move **beyond mere personal and subjective opinion** to focus more systematically on the process of evaluating ministry tasks. While there is no attempt here to turn DWS students into sophisticated social scientists and specialists in evaluation techniques, it is crucial for ministers at the doctoral level to reflect seriously on the necessity of evaluating what they do beyond gaining

congregational and individual “pats on the back” or questioning responses and reflections. Accordingly, adequate proposals will address how students receive feedback and **evaluate the input** received from others.

Among the simple types of feedback and evaluation are carefully constructed **pre- and post- tests** which provide information concerning the project-participants’ knowledge and understanding of matters pertaining to worship both before and after they have been given new worship information and varied worship experiences. The task of the evaluator will then be to compare those evaluation sheets and seek to collate the before and after results. The feedback documents should contain both qualitative and quantitative type questions. **These types of questions will be discussed in the seminar.**

It is **usually wise to confirm** the results of such evaluative instruments with **personal interviews** of a representative group of the participants in order to be sure that the feedback is reliable. Other types of evaluations will be discussed in the seminar.

It is not necessary for the student or project to achieve the anticipated results intended by the student. But what is crucial for the thesis/project is for the student to be able to state the **reasons why and to what extent** the anticipated results were attained or not attained. Understanding the process for dealing with people and issues in ministry and dealing analytically with them is the goal of a thesis/project.

While the thesis/project task is not to be interpreted as a sell-out to modernity’s adoption of program orientation, it is crucial to design and evaluate a thesis in terms of its goals. Reliance on the Holy Spirit is absolutely imperative but planning and orderly conduct is likewise essential.

## **7. Developing a Ministry Support Group**

Students are strongly advised to recruit a small Ministry Support Group (MSG) composed of about 5 persons: who can serve as advisors and provide feedback to the student, who can assist the student in developing the thesis segments (such the evaluation documents), and who can support the student in prayer.

## **8. Proposed Outline of the Thesis**

Students will attempt to formulate the suggested outline for the thesis in the thesis proposal. The thesis will normally be structured in a five-chapter format outlined as follows:

*Chapter 1* Introduction including statements of the problem or issue, the context of ministry and the purpose of the thesis/project. Also included in this chapter will be any definitions necessary and limitations of the study.

*Chapter 2* will normally include the biblical, historical and theological foundations for the study. This chapter is not intended to be a reduction of God's work to formula.

*Chapter 3* will normally include the contextual analysis and the social and ministerial dimensions involved in the study. In this chapter, since the social and ministerial context is being discussed, students may also find it advantageous here to outline their proposal for the application process or methods involved in conducting the project. If the methods for "applying" the study to the people involved are not discussed in this chapter, they must be stated in chapter four.

*Chapter 4* may include the above process to be followed (state above) but the main focus of this chapter should be on reporting what took place in the project and if there were any variations that occurred from those that were proposed. Also, to be reported in this section are the results of the evaluations that were conducted and how the information was gathered. The results should be summarized and may be supported by charts or graphs indicating pre- and post-opinions of participants. A full composite of the feedback data should normally be included on copies of the instruments used not in this chapter but in an appendix.

*Chapter 5* will include the student's reactions to the project and the results of the evaluation. Also, included will be any suggestions for further study or possibilities for development of the project. The student may also wish to include a reflection on the importance of the project for the ongoing field of worship studies.

While there may be variations to this suggested outline, depending on the nature of the thesis, most of these elements should be included in the outline of the thesis/project.

**(Include in brackets your estimate concerning the number of pages you expect to use for each chapter. Remember that the total number of pages for the text of your thesis should not exceed 100. Appendices and Sources Consulted do not count in that page allocation.)**

## 9. Timeline for the Project

Provide a working calendar for your thesis/project, including the expected dates of the ministry intervention as well as a timeline for completion of the written thesis itself and the time you anticipate graduating.

## 9. Working Bibliography (Sources Consulted)

The student should submit a preliminary working bibliography with the proposal to be sure that their resources are adequate for the research phase of the thesis/project. Typically there should be approximately 50 to 60 references in this bibliography.

## 10. Suggested Length of Proposal

The normal length of an adequate proposal will be approximately 10 -12 single-spaced pages and should not exceed 28 pages **including** the suggested bibliographical and appropriate appendices when completed. *Suggested lengths for each chapter should be noted in brackets following each chapter title in the outline of the thesis proposal. Also include a suggested calendar for the completion of each stage of your thesis.*

## 11. Submission of the Proposal and Beginning the Project

After the proposal has been accepted and approved by your Supervisor, copies of the proposal should be sent by email attachment to both Thesis Directors for approval. Your supervisor must also send an email message to the thesis directors indicating his approval. Before any work is begun on the project itself, you **MUST HAVE AN APPROVED PROPOSAL!** You may, of course do research and planning prior to the approval and you will need to gain any permissions necessary, but we want you to understand clearly that beginning the project before the approval is not allowed. If your proposal is not be accepted as written, we do not want you to be embarrassed by having to restart differently. Please refer also to the section below on submission procedures.

## 12. Page Limits for the Final Draft

The normal page range for the final thesis/project presentations will be between 85-100 double-spaced pages excluding the bibliography and appendices. In the case of some creative projects where the submitted work involves media presentations, the page range may be lowered to 70 pages or less in consultation with the supervisor and the thesis director.

## 13. Writing Guide

Students are advised that the written thesis/project should conform to the standards of Kate Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations* (7<sup>th</sup> ed./6<sup>th</sup> ed. may also be used) Any deviation from the Turabian standards should be approved by the student's supervisor and the thesis/project

instructor prior to submission of the written draft. **Variations** to Turabian can be found in the summary of Turabian supplied to students. **Biblical abbreviations and bibliographical citations for commentaries** to be used follow the standards of the Society of Biblical Literature and are found at the front of the text, *Worship in the New Testament* by Gerald Borchert.

The thesis report itself **should be written mostly in the PAST TENSE** in view of the fact that the basic study by that time will have been completed. (This problem generally occurs because some students have not noticed the transition that takes place between the writing of the proposal and the thesis.)

#### **14. Plagiarism**

Students are reminded that **plagiarism is a serious academic concern** and that borrowed material must be set in quotation marks or in a blocked indented format and must be properly acknowledged. Failure to acknowledge borrowed material correctly can lead to serious disciplinary action and the failure of a student's work.

#### **15. Abstract**

After the draft of the thesis/project has been finished an abstract (or summary) of **not more than 100 words** in length shall be written and submitted along with the completed draft of the thesis/project to the supervisor and one of the thesis directors for approval. The abstract should be placed at the end of the front matter, as recommended by Turabian, 1.13. I.W.S. will register the abstract and copyright the thesis for you.

#### **16. Biographical Sketch**

It is appropriate for a one-page biographical sketch in outline form to be included at the very end of the thesis/project for readers to familiarize themselves with the writer. Such a sketch is not required but is a helpful addition to any thesis and is usual for many academic institutions.

#### **17. Final Copies of the Written Thesis/Project**

Before the thesis/project is submitted in final form you, the student, should: (1) receive the approval of the draft from the supervisor. (2) The supervisor **will notify both thesis directors** of his approval and (3) then the thesis draft should be **sent** by the student **to the one thesis director** who has been pre-assigned for the academic approval of that thesis. (4) When the academic approval has been received, the student **will send** a copy of the revised and approved thesis draft to the stylistic reader for formatting approval. Draft copies of the thesis do **not need**

**to be sent on bond paper.**

(5) Following these three approvals, two copies of the final draft must be submitted on 24lb. 100% cotton acid-free pure white paper to the I.W.S. office, Florida Campus as indicated in the section below on submission procedures. Additional copies may be sent for binding at an additional cost to the student. Please contact the I.W.S. office for current charges.

## **18. Copyright**

It is required that all doctoral theses/projects should be protected by the student's personal copyright. The copyright sign and statement should be placed at the bottom of the second page immediately after the title page of the thesis as follows:

Copyright © 20xx by Justin Wesley Smyth  
All rights reserved

The expense for the registration of the copyright is covered in the graduation fee and is the federal guarantee of protection. For further information, students may contact the I.W.S. office.

## **19. A Final Word of Advice**

Students should work in a very determined manner with their supervisors, submitting their work chapter by chapter. It is the **student's responsibility** to maintain contact with the supervisor and not the reverse. Students and supervisors may contact the Thesis Director for additional advice concerning the thesis/project but this arrangement is not meant to minimize the close relationship which should exist between the student and his or her supervisor. One of the thesis directors, however, must sign off on each thesis/project as a means of guaranteeing quality control over the process.

Finally, students are reminded to pursue their work with due diligence since some students in every institution unfortunately fail to complete the degree requirement because of unforeseen circumstances and end up ABD/ABT ("All But Dissertation/Thesis"). The Institute for Worship Studies is desirous of keeping this category to a negligible number and therefore advises due diligence in the work.

## **Restarting the Thesis Process beyond the Time Limit and/or receiving the Advanced Graduate Certificate**

If a student for medical or other unforeseen reasons is unable to complete the thesis within the allotted 3 year period, the student may elect to return and retake the thesis course **once** and restart the thesis process by submitting a revised proposal **and/or** the student may elect either before or after restarting the process to take an Advanced Graduate Certificate in Worship Studies as a indication of having successfully completed the required doctoral courses prior to entering the thesis stage. The student should submit a written statement either to the I.W.S. office or to the Thesis Director requesting to be transferred to the Advanced Graduate Certificate status.

### **The Faculty Prayer**

May God bless you as you work towards the completion of your thesis/project. May you find the experience to be both a rewarding enterprise and a significant contribution to the work of Christ and the Church. And may the Holy Spirit encourage you and grant you soon to realize the finalization of your program in an approved thesis or project.

## SECTION 2

### GUIDELINES FOR FORMATTING

1. Computer software. There are different understandings with respect to which word processing system is best for thesis work. One of the most important features to examine is footnoting. At the very least a program should be able to place subscript numbers on the page as well as single-space and double-space on the same page. Students have successfully completed formatting using WordPerfect and Microsoft Word software. Dr. Chris Alford will assist you in ensuring that your work is formatted properly, though the responsibility for this work (including proper management of computer software) is up to the student.
2. If you have not already done so, obtain a copy of Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. Use either the 6<sup>th</sup> edition (University of Chicago Press, 1996) or the new 7<sup>th</sup> edition. The later edition has more information related to the internet sources. This work is our standard guide for formatting with some exceptions described below.
3. Parts of the Paper - Read all of chapter one. See page 1 for a list of parts or sections in your thesis –you will not likely use all the page examples supplied, but the ones you do use go in this assigned order.
4. Before you begin writing, read pages 252-255, “Laying Out the Text.” (Page numbers herein are from the 6<sup>th</sup> edition.) Other stylistic matters to note:
  - a) Give special attention to the formatting of footnotes in your software program.
  - b) A **12 point scaleable font** is the one used (it should appear similar to this Handbook). I.W.S. theses are to be done in the **Times New Roman font**. Chapter titles, title page, etc. should be the same size font as the text. (See Turabian p. 247, 13.27.) **The footnote font should be 12 point.**<sup>1</sup>
  - c) **Do not bold anything except** certain levels of sub-headings. This Handbook contains bold words for your attention.
  - d) **Do not italicize anything except** titles in footnotes, sources consulted, and foreign words, unless you can find where Turabian says it is acceptable to do so.
5. Margins - (including all charts, graphs, appendixes, etc.) 1 ½ on the left; 1 inch on top, right, and bottom. Page numbers will fall outside of these margins (i.e. they will appear at one half-inch from the edge of the page). See sample pages at

---

<sup>1</sup> This footnote is an example of a 12 point font footnote!

Chris Alford's website described below. Some pages will have a 2 inch top margin, per Turabian.

6. Page Numbering - see page 253, pagination.
  - a) The title page, approval form, and blank sheet are counted in the pagination, but are not numbered.
  - b) The front matter is numbered with small Roman numerals, starting with "iv".
  - c) The rest of the document is numbered consecutively, including appendixes and Sources Consulted.
  - d) Page numbering is at top center, except the first page of each chapter, sources consulted, and appendices which are more than one page long. These page numbers are at the bottom center.
7. Table of Contents - (Turabian simply uses "CONTENTS"). Read pages 4-5. See pages 257-258 for examples. Note what is capitalized, how to space chapter titles that are more than one line, punctuation, etc. See the example on Dr. Chris Alford's website.
8. Chapter Headings - read 14.10 on page 254. See p. 272 for example.
  - a) 2 inch top margin. Chapter number (Arabic numeral) and title in caps.
  - b) 1 blank line between chapter number and title; i.e. on single line return
  - c) 2 blank lines between title and text (or sub-heading), i.e. two single line returns.
  - d) If a sub-heading immediately follows the title, there should be one single return line between the sub-heading and the text.
9. Sub-Headings - read pages 11-12 for different levels, p. 254 (14.11 and 14.12) for layout and spacing. Read carefully—this error is perhaps the most common error which is made. There should be 2 single-space returns before a sub-heading of any kind (unless it is preceded by another sub-heading). There should be 1 double-space return after a sub-heading and before the text that follows.

A page should not end with a dangling sub-head (sometimes called a "widowed" subheading)

You will find an example on Chris Alford's formatting website described below.
10. Footnotes - read chapter 8. See Chapter 11, pages 187-213 for examples. See pp. 254-255 for layout (use the second form shown on p. 255.)

- a) First line indented in same manner as text in the body of the paper.
- b) Footnotes are single spaced.
- c) Blank single line between footnotes—see p. 255 (14.13)
- d) Standard Encyclopedias and Dictionaries—see p. 132 (8.51) and pp. 146-147 (8.112).
- e) Other Dictionaries and Encyclopedias (such as Bible dictionaries) use Turabian 11.26 on page 196.
- f) When citing an entry from one of the books in Bob Webber’s *Complete Library of Christian Worship* use the following format:

When footnoting:

Thomas H. Schattauer, “Sacred Actions in the Reformation Churches” in *Sacred Actions of Christian Worship*, ed. Robert E. Webber, vol. 6, *Complete Library of Christian Worship* (Nashville: Star Song, 1994), 91-94.

For the bibliography:

Schattauer, Thomas H. “Sacred Actions in the Reformation Churches.” In *Sacred Actions of Christian Worship*, ed. Robert E. Webber, 91-94. Vol. 6, *Complete Library of Christian Worship*. Nashville: Star Song, 1994.

**Remember, do not list the entire library, but only those sources you actually used and/or consulted.**

- g) Titles should be in italics. This style should match in Sources Consulted.
  - h) Footnote numbering starts at 1 at the beginning of each chapter. You must give full bibliographic information for a source in each chapter, even though you may have it in a previous chapter. Alternatively you may find it helpful to include an abbreviation page in the front pages of your thesis which enables you to use brief references throughout your thesis. See the front pages of Borchert, *Worship in the New Testament* for **an example of using Abbreviations**.
  - i) The footnotes also have a 1 ½ inch left-hand margin.
11. Second references - read pages 137-141 (8.84-8.96), and p. 146 (8.111).
- a) Be consistent.
  - b) Op.cit. no longer used—see Ibid on p. 138.

- c) I.W.S. prefers the use of **Method A** for subsequent references as described in Turabian, pp. 139-140 (8.88f.)
12. Biblical References - use of biblical abbreviations from the Society of Biblical Literature, which is included in the Borchert text. The first time you quote scripture, make a footnote saying something like, “All biblical references are taken from (name or version of the Bible)”. Then put the remaining scripture reference in parentheses in the text, using the approved abbreviation; e.g., “...were not ashamed” (Gen 3:12). The words “Scripture” and “Bible” are to be capitalized in the thesis.
  13. Block Quotations - read p. 74 (5.4).
  14. Tables - read chapter 6. See examples on pages 261-269.
    - a) For position in text, see p. 94 (6.18-6.19).
    - b) If you use a number of tables, you should make a List of Tables which goes in the front of the report (see p. 260 for example).
  15. Illustrations or Figures (Charts, graphs, maps, etc.) - read chapter 7. If you use a number of them, you should make a list of Illustrations which goes in the front of the report (see page 259 for example).
  16. Appendixes - read 12-13 (1.39-1.45). **Each appendix needs a number (Arabic numeral) and a title.**
    - a) Margins are the same as the rest of the report.
    - b) Page numbering is consecutive with the rest of the report.
    - c) If appendix is more than one page long, number the first page bottom center; the rest of the pages top center unless the appendix itself is numbered, in which case you put the page number in brackets on the right margin.
    - d) Appendix number and title should be centered and capitalized. There should be a blank line between the number and title, and enough space to set it off from the text of the appendix (if you are typing the appendix, there should be 2 blank lines between the title and text—like the first page of a chapter).
  17. Works Cited or Sources Consulted - (use one of these terms instead of bibliography) - read chapter 9 and see pages 187-212 for examples.
    - a) For how to arrange, see Turabian p. 166 (9.3)—**generally, one list in alphabetical order** of the sources you actually consulted is sufficient for our purposes.
    - b) See page 281 for format—put the date at the end.
    - c) Note that dictionaries and encyclopedias are not listed.

- d) 2" top margin, page number at bottom of first page only.
18. Title Page - 2" top and bottom margins. Everything is capitalized—if the title is more than one line long it should be double spaced. You should have six spaces between the various sections of the title page and approval form.
19. Approval Form - The margins should be the same as the title page. The approval form should be the third page of your thesis following the title and copyright pages. The approval form will be signed by:
- (1) Your “Supervisor,”
  - (2 and 3) Drs. Borchert and Ray (both as “Thesis Director”), and
  - (4) Dr. Hart (as “President”)
- when they are on campus in June.
- If your supervisor is not an I.W.S. course faculty member, you will need to send him/her copies of the approval form on the 100% cotton paper and returned them to the I.W.S. office for the remaining signatures **prior to graduation**. When your supervisor has signed them, have the signed forms returned to you and include them with your final drafts to be sent to Florida.
20. Final copies of the thesis should be on 24 lb. 100% cotton acid-free pure white paper. But remember that final copies are not submitted until the student has received final approval from the thesis directors and Chris Alford.
21. Printers: Final copies can be printed on any good quality printer. Professional printing is not necessary.

A final word: you are strongly encouraged to submit your **first draft** of the report in the **proper format** so that your supervisor and readers can begin the process of checking for errors. Take care to assemble all material in the correct order and format. It will save you and the final reader a great deal of time, because the report will not be acceptable until it is in the correct format. Remember that this work is a doctoral thesis—you do not want someone looking at the thesis in the library and saying “This report is a mess—how did this person ever graduate?”

We realize that it will take you a great deal of time to read and digest Turabian. The end result, however, will be a professional looking thesis!

*[Some parts of Section 2 have been substantially revised from of an earlier work of Barbara Wixon and are used with her permission.]*

## WHERE CAN I FIND FORMATTING EXAMPLES?

Our reader for style is Dr. Chris Alford, an I.W.S. graduate from the Alpha class. He has sample pages posted on his website which will answer many of the questions you may have. All students are encouraged to become familiar with this website as soon as possible. Simply go to [www.chris-alford.com](http://www.chris-alford.com). Click the IWS link and you will find many helpful hints as well as examples. In addition, you will receive a “Turabian Sampler” in class that condenses many of the most used formatting issues on a few pages.

Visit this website soon:

[www.chris-alford.com](http://www.chris-alford.com)

## SECTION 3

### IMPORTANT DATES

#### IWS YEARLY THESIS CALENDAR

**Note:** These dates are not suggestions but deadlines. We strongly encourage you to complete the initial steps as soon as possible.\*

##### January Thesis Course

<b>December 1</b>	Payment for thesis course tuition and meal service due
<b>January</b>	Thesis class meets
<b>February 1</b>	Thesis topic approved
<b>February 15</b>	Thesis mentor/supervisor finalized
<b>June 1</b>	Thesis proposal approved by Dr. Borchert
<b>October 1</b>	First draft of thesis due to supervisor/mentor
<b>November 1</b>	Final draft of thesis due to Dr. Borchert or Dr. Ray
<b>January 1</b>	Final copies due to the IWS office for binding

##### June Thesis Course

<b>May 1</b>	Payment for thesis course tuition and meal service due
<b>June</b>	Thesis class meets
<b>July 1</b>	Thesis topic approved
<b>July 15</b>	Thesis mentor/supervisor finalized
<b>November 1</b>	Thesis proposal approved by Dr. Borchert
<b>March 1</b>	First draft of thesis due to supervisor/mentor
<b>April 1</b>	Final draft of thesis due to Dr. Borchert or Dr. Ray
<b>June 1</b>	Final copies due to the IWS office for binding

\*The dates included in these schedules are given for those who wish to graduate within the normal one year for completion of the thesis. If a student fails to complete the thesis within the normal time a **continuation fee is assessed for every semester** that the student takes to complete the thesis beyond the one year. The **time limit** for completing the thesis and graduating is **three years** from time the student has taken the 801 thesis course.

If a student for medical or other unforeseen reasons is unable to complete the thesis within the three year period that student, while the three year **window is still open**, may elect to return and **retake the thesis course once** and submit a revised proposal **or** may elect to **receive an Advanced Graduate Certificate in Worship Studies** as an indication of having successfully completed the required doctoral courses prior to entering the thesis stage of the program.

## SECTION 4

### SUBMISSION PROCEDURES FOR THESIS PROPOSAL, ROUGH DRAFT, AND FINAL THESIS

#### Thesis Proposal

The student's supervisor **must first give final approval** to the thesis proposal. The proposal is only then to be sent to both thesis directors for approval. Thesis proposals can be e-mailed to Gerald Borchert at [gdborchert@aol.com](mailto:gdborchert@aol.com) with a copy to Keith Ray at [keithdray@gmail.com](mailto:keithdray@gmail.com). Remember, **Dr. Borchert gives final approval to all proposals.**

#### Rough Draft

When your supervisor has approved **the rough draft of your thesis, a hard copy (no e-mail copies, please!)** should be sent either to Dr. Borchert or Dr. Ray for final approval. Specific assignments will be made in class. If you are instructed to send your material to Dr. Borchert you **are asked to first send an e-mail message to [gdborchert@aol.com](mailto:gdborchert@aol.com)** indicating you are ready to send the hard copy of your work. Normally you would send it to the address below, but since he is teaching in various places, be sure to check first for his instructions. His usual permanent address is:

Gerald L. Borchert  
851 Kandenna Drive  
Morristown, TN 37814  
Phone: 423.586.0550

If you are instructed to send your material to Dr. Ray you **are asked to first send an e-mail message to [keithdray@gmail.com](mailto:keithdray@gmail.com)** indicating you are ready to send the hard copy of your work. His address is:

Keith D. Ray II  
Clemson United Methodist Church  
300 Frontage Road  
P. O. Box 590  
Clemson, SC 29633  
Phone: 864.654.5547

Please note: before you send the finalized rough draft, **your supervisor MUST send a note via e-mail to both Dr. Borchert and Dr. Ray stating his or her approval of your rough draft.** The draft you send to Dr. Borchert or Dr. Ray does not need to be

on the required cotton paper. We prefer receiving your thesis **in a loose leaf three-ring binder**. Further, it is suggested that the student send the thesis by Priority Mail, or a delivery service such as UPS or FedEx in order that the package can be traced, if necessary. Overnight shipping is not necessary.

I.W.S. allows a page **extension beyond the 100 pages of 10% at the discretion of the individual supervisor**. In unusual circumstances Dr. Borchert may agree to an additional 10%, if an adequate case can be made for the addition. Please note: page limits only apply to the body of the thesis—not the appendices or front material.

### **Stylistic and Formatting Approval**

Once you have made all corrections and/or changes as requested by Drs. Borchert or Ray and received an approval of your thesis draft, you will be advised to then send a revised copy to Dr. Chris Alford who reads our theses for formatting issues. Dr. Alford's address may be found on his website.

Please note that this copy also does not need to be on the premium cotton bond. Include with your draft copy of the thesis your current contact information (including your email address and phone number). Chris will contact you to make arrangements concerning any formatting matters that need to be corrected.

### **Final Copies**

**Once your thesis has been approved by Chris Alford**, two (2) final copies of your thesis must be printed on **24 lb.100%** acid-free, cotton paper and be sent to the Florida campus (151 Kingsley Ave., Orange Park, FL 32073) to be kept in the campus library. Your thesis copies should be mailed/sent along with the required **graduation fee**. This fee covers the binding of two copies which will be kept here in Florida. The fee also covers graduation expenses, copyright expenses, abstract registration, microfilming of your thesis, and putting your thesis on-line. If you wish to have **additional copies of your thesis bound for your personal use** and distribution to your family or supporters, please contact the I.W.S. office for the current binding fees. Please include this **additional fee** with your graduation fee payment for your personal bound copies of the thesis. All copies should be **sent together** in one mailing to the campus address.

Please remember, if your supervisor is not a regular faculty member, you must have your approval forms signed by him or her before mailing your thesis to us. All other signatures will be added to the approval forms during the June session. These final copies are to be received by the I.W.S. office no later than January 1 (if you finish before January) or June 1 (if you finish before June).

### **Approval Letter**

Since I.W.S. has only one graduation per year, those who complete the thesis process before January may request a letter to the candidate's institutional or church

supervisor from the Thesis Director or the President of I.W.S. indicating that all the work has been completed and that the person so named will be receiving his or her doctoral degree in June. Other candidates for graduation who need such a letter for advancement may make a similar request.

### **Extensions**

No due date exceptions or extensions can be made. If you can submit your work sooner than the deadlines, it will be to your great advantage. We need at least a month to six weeks to process all the theses. If they all come in at the end, we will have to take the final copies in the order of their arrival. If they do not get processed in time by your supervisor and the thesis directors, then we will have to postpone your graduation until the following year. Any students who extend their thesis work beyond the allotted time will be asked to pay a continuation fee, currently \$300 per semester.

Please understand that it takes time for your supervisor and thesis directors to read the thesis, to be in contact with each other and you, and for you to make all the corrections. You cannot rush the process.

### **Doctoral Thesis Time Limitations**

The DWS degree is designed to be completed normally in three years of study. Students typically complete the five segments of their coursework, including DWS 801, in just over two years. Normally, students complete their thesis proposal and thesis during the third year.

The stated limitation for the completion of the entire thesis, however, is three years after the completion of the thesis course, DWS 801. A student must complete and receive approval for the thesis proposal within the two year window of taking the thesis course. The thesis itself must then be completed within the three year window of the thesis course.

If the thesis proposal is not completed within the first two years following the thesis course, a student may petition the faculty and receive permission to retake the thesis course and begin again the process of writing the thesis proposal. The two year limit for completion of the proposal is again in effect. A student can be granted **only one opportunity** to retake the thesis course and begin again the thesis process. Students failing to meet this deadline, if they make a written request, can receive the Advanced Graduate Certificate in Worship Studies.

Students who are enrolled half-time, i.e., taking only one doctoral course per year, must meet the same time requirements for writing the thesis proposal and the thesis. Like

full-time students, upon petition they may be allowed to repeat the thesis course only once.

In summary, keep these limits in mind:

1) You must have an approved proposal within 2 years following the taking of the Thesis Course. (For example: if you took the Thesis Course in January 2007, you must have an approved proposal no later than January 1, 2009).

2) You must complete your thesis within 3 years following taking the Thesis Course. (For example: if you took the Thesis Course in January 2007, you must have your Thesis completed and approved by January 1, 2010).

3) If because of some unforeseen circumstance in your life you were granted a Leave of Absence during this period, then the clock on your time limit stopped for a semester and you would be granted an additional semester for the completion of your work.

4) Failure to meet these deadlines means:

a) You will run out of time for the completion of your program and if you have successfully completed all the other requirements for the degree you may be eligible upon request to be granted an Advanced Graduate Certificate in Worship Studies; or:

b) You may petition prior to the expiration of your time limit to **retake** the Thesis Course **once**. You will have to pay the tuition resubmit a proposal and have it confirmed (if you already had one approved) and indicate at what stage you have reached. If approved for retaking the Thesis Course, your time limit will be extended. But you will **not thereafter** be given the opportunity to retake the Thesis Course again (a third time).

## **Commencement**

Commencement will take place on an evening during the June session at 6 PM with a mandatory rehearsal at 4 PM. Commencement is a full Eucharistic service. A reception will follow Commencement for graduates, family members, and faculty. There is child care through age 5 at the church for Commencement only.

As indicated above, students who finish their work in January may request from IWS a letter certifying that they have completed all the work for graduation.

**Thesis Process Checklist**  
**Robert E. Webber Institute for Worship Studies**

- \_\_\_\_\_ Prepare for the thesis class by developing initial thoughts/plans for a project. Complete the class and clarify your direction.
- \_\_\_\_\_ Submit a pre-Proposal thesis Worksheet to Dr. Borchert for his records at the conclusion of the thesis course.
- \_\_\_\_\_ Secure a supervisor.
- \_\_\_\_\_ Work with supervisor in developing your Thesis Proposal.
- \_\_\_\_\_ Receive approval of Thesis Proposal from your supervisor via email. Make sure the supervisor copies Drs. Borchert and Ray when approving the proposal.
- \_\_\_\_\_ Send the Thesis Proposal to Drs. Borchert and Ray via email.
- \_\_\_\_\_ Revise proposal if required by Dr. Borchert.
- \_\_\_\_\_ Receive approval of Thesis Proposal from Dr. Borchert.
- \_\_\_\_\_ Implement project and write thesis in consultation with your supervisor. But remember, **DO NOT BEGIN THE IMPLEMENTATION OF YOUR PROJECT** until you have received approval of your Thesis Proposal from Dr. Borchert!
- \_\_\_\_\_ Receive approval of your entire Thesis from your supervisor via email. Make sure the supervisor copies Drs. Borchert and Ray when approving the Thesis.
- \_\_\_\_\_ Send entire Thesis (hardcopy) to Dr. Borchert or Dr. Ray [circle one, as instructed in class].
- \_\_\_\_\_ Revise thesis as required by Drs. Borchert or Ray.
- \_\_\_\_\_ Receive an approval of thesis from Dr. Borchert or Dr. Ray.
- \_\_\_\_\_ Read notices regarding thesis formatting from Dr. Chris Alford at his website.
- \_\_\_\_\_ Work with Dr. Alford to ensure your thesis conforms to our style requirements.
- \_\_\_\_\_ Receive approval from Dr. Alford related to style.
- \_\_\_\_\_ Send at least two perfect copies of your thesis on the special paper described in this handbook to the Robert E. Webber Institute for Worship Studies campus office.
- \_\_\_\_\_ Prepare for our graduation celebration!

## IWS THESIS ALERT CONCERNING FORM, STYLE AND ENGLISH ISSUES

Because we have noted certain patterns present in the writing of student theses, it is imperative that we issue this important advisory to students and advisors in the thesis stage of their programs. We regard the thesis as a formal, technical document and it should **follow the correct patterns and be written in good English style.**

Therefore be advised that:

- 1) We will ask you to **remove the proper names** of all participants in the project from the written thesis. It is crucial that you observe this rule of simply identifying persons involved by their offices, or by letters or numbers for the protection of both the school and the participants. The thesis is a public document and this **rule must be strictly observed.**
- 2) Change future references of what you "will do" in the proposal **to past references** of what you "have done" in the thesis. It seems that students continually forget this change.
- 3) Since Turabian is a little confusing in the matter of commentaries, observe the following pattern from the Society of Biblical Literature for referring to a commentary in a series:

Footnote example: Gerald L. Borchert, *John 1-11 in The New American Commentary* [or NAC] (Nashville: Broadman & Holman, 1996), 121-122.

For Works Consulted or Used follow the example: Borchert, Gerald L. *John 1-11. in The New American Commentary.* Nashville: Broadman & Holman, 1996. For our purposes in writing theses: the series is important but the editor is not significant. In your writing it is necessary to cite the **author of the commentary but not the editor!** For other matters consult Turabian or particularly the Turabian Sampler.

- 4) Be sure your **Abstract in NOT MORE than 100 words** in length! It will be shortened by your final reader.
- 5) The use of the **vague "this"** should be avoided in thesis writing. "This" should always be followed by a noun otherwise the reference can be misunderstood. Common speech tends to be a little sloppy and the result is that the vague "this" has crept into written communication. Be sure to check your thesis before submitting it to the final reader and eliminate all uses of the vague "this" except where it appears in a quote from another writer or in a quote from a participant in your project.
- 6) In proper grammar the adversative **"however"** should be used post-positively (not at the beginning of a sentence or a clause) and enclosed within commas. It should not be used at the beginning of a sentence to counter what was written in a previous sentence. In contrast, however, "but" or "yet" may be used at the beginning of a sentence. You may use "nevertheless" at the beginning of a sentence but it should be followed by a comma. On the other hand, "however" may be used at the beginning of a sentence when the sentence itself

details an alternative within it, such as: "However strong the boy was, he was no match for his father."

7) Please bear in mind that, although many people use **split infinitives** in speech and in some writings, using split infinitives in technical writing is in fact an evidence of poor English style.

8) While formerly it was considered essential in writing theses to refer to oneself by the third person, it is no longer necessary to do so. It is **quite appropriate to refer to oneself as "I."** Moreover, it is no longer necessary to use such stilted expressions as "it is submitted" when giving your opinion. Simply say something like "I found," or "the results are." You can use the protective "it seems" if you are not sure what the implications are.

9) Avoid verbal contractions such as: "don't," "can't," "wouldn't," "I'll," "there's," etc. A thesis should be a quality document.

In reading theses we have noted as many as seventy or more uses of the vague "this," "that" and "these" and multitudes of the improper uses of "however" in a single thesis which need to be corrected. So we advise you to check your documents before you submit them to your final readers. Why not make the corrections before you send them to your supervisors and need to be told to do so?

Cordially in Christ,

Gerald Borchert  
Thesis Director

## SELECTED BIBLIOGRAPHY

Borchert, Gerald L. *Worship in the New Testament: Divine Mystery and Human Response*. Atlanta: Chalice Press, 2008.

**This book is required for the thesis course. It contains not only important information on the New Testament texts but also crucial information on abbreviations and New Testament commentaries.**

Hill, Andrew E. *Enter His Courts with Praise: Old Testament Worship for the New Testament Church*. Grand Rapids, Baker Books, 1993.

**You should be familiar with this work from 701. It contains important information on the Old Testament texts.**

Myers, William R. *Research in Ministry: A Primer for the Doctor of Ministry* [rev. ed]., Chicago: Exploration Press, 1997.

This book goes through the stages of writing an applied thesis like the one you are writing.

Patton, Michael Quinn. *Qualitative Research & Evaluation Methods*, 3d ed. Thousand Oaks, CA: Sage Publications, Inc., 2002.

This reference book is very helpful for qualitative research but quite expensive projects. I.W.S. has a copy in the library.

Quigley, B. Allan and Gary W. Kuhne, eds. *Creating Practical Knowledge Through Action Research: Posing Problems, Solving Problems, and Improving Daily Practice*. San Francisco: Jossey-Bass Publishers, No. 73, Spring 1997.

This work is now out of print; **but we will use one chapter from the book in class.**

Saliers, Don E. *Worship as Theology: Foretaste of Glory Divine*. Nashville: Abingdon, 1994.

This work is a good example of theological reflection in the area of worship studies.

Stone, Howard W. And James O. Duke. *How to Think Theologically*, 2d ed. Minneapolis: Fortress Press, 2006.

**This book is required for the thesis course.** It is especially helpful for those who have not had a seminary education.

Webber, Robert E., ed. *The Complete Library of Christian Worship*. 8 vols. Peabody, MA: Hendrickson/Star Song, 1993.

Students are expected to be familiar with this multivolume set, particularly are vols. 1 and 2 important for background materials in writing chapter 2 of your thesis.

The following website is an important source for Old Testament commentaries:

<[http://biblical-studies.ca/ot\\_commentaries/otcom.html](http://biblical-studies.ca/ot_commentaries/otcom.html)>



5. Biblical Sources
  
6. Theological/Historical Sources
  
7. Other Sources (e.g., social scientific sources):
  
8. Research method and design (plan and organization; data and how interpreted; i.e., what is to be done and how is it to be done in relation to the problem?):
  
9. Evaluation (means/methods of assessment of thesis work specific to the goals of the project):
  
10. Thesis schedule (activities, dates, places, persons):
  
11. Preparation (briefly describe where further work is needed and what additional skills you must develop before implementing your project):
  
12. Bibliography (as you have it now, including biblical, historical, theological, ministry problem related area, etc.):