Doctor of Ministry
Applied Research Project
Form and Style Manual

For CML and PCC Writers

Graduate School of Theology and Ministry
Oral Roberts University
2014—2016
# TABLE OF CONTENTS

## APPLIED RESEARCH PROJECT (ARP) OVERVIEW
- The Project Committee ................................................................. 1
- Supervisors ................................................................................. 1
- Project Supervisor Job Description ............................................... 2
- Project Reader Job Description ..................................................... 2
- Final Approval .............................................................................. 2
- Project Defense ............................................................................ 3
- Form and Style Review ............................................................... 3
- Bound Copies of Final Draft ......................................................... 3

## THE CONCEPT PAPER
- Title ............................................................................................... 5
- Introduction .................................................................................. 5
- Problem or Area of Inquiry ........................................................... 5
- Purpose of Project and Objectives .................................................. 5
- Importance of the Project ............................................................... 5
- Proposed Project and Procedures ................................................... 5
- Anticipated Results ....................................................................... 5
- Resources ....................................................................................... 5
- Meanings ....................................................................................... 5
- Diffusion ......................................................................................... 5
- Observations of the D.Min. Director ................................................. 6

## SUBMITTING CHAPTER DRAFTS
- Procedures ..................................................................................... 7
- Sample Chapter Draft Cover Page .................................................. 9

## THE APPLIED RESEARCH PROJECT
- Front Matter ................................................................................ 11
- Title Page ..................................................................................... 11
- Approval page .............................................................................. 11
- Table of Contents .......................................................................... 11
- List of Tables, Figures/Graphs (if appropriate) .................................... 11
- Main Text ..................................................................................... 11
  - Chapter 1 – The Problem ............................................................. 11
  - Chapter 2 – Biblical-Theological-Historical Base ............................. 12
  - Chapter 3 – Review of Related Literature ...................................... 12
  - Chapter 4 – Methodology ............................................................. 12
  - Chapter 5 – Presentation of Results .............................................. 13
  - Chapter 6 – Responses to Findings .............................................. 13
- Back Matter .................................................................................. 14
  - Appendix/Appendices – if needed ............................................... 14
  - Bibliography .............................................................................. 14
  - IRB .............................................................................................. 14
  - Vita .............................................................................................. 14
D.MIN. FINAL APPLIED RESEARCH REPORT FORMAT

Front Matter ...........................................................................................................15
Text ..........................................................................................................................15
  Chapter 1 .............................................................................................................15
  Chapter 2 .............................................................................................................15
  Chapter 3 .............................................................................................................15
  Chapter 4 .............................................................................................................16
  Chapter 5 .............................................................................................................16
  Chapter 6 .............................................................................................................16
Back Matter .............................................................................................................16

THE TEXT OF THE APPLIED RESEARCH REPORT FOR CML STUDENTS

Organization ..........................................................................................................17
Documentation and Sources ..................................................................................17

FORM AND STYLE REQUIREMENTS

Abbreviations, Apocrypha ......................................................................................19
Abbreviations, English Bible ................................................................................19
Abbreviations, Bible Books ..................................................................................19
Abbreviations, Misc. ............................................................................................20
Abbreviations, Scholarly ......................................................................................21
Abbreviations, States ...........................................................................................22
Abstract ..................................................................................................................22
Bible Versions ........................................................................................................22
Bibliography/Bibliographic Sources and Documentation ..................................22
Chapter Headings ..................................................................................................23
Chapters ..................................................................................................................23
Commas ..................................................................................................................23
Conclusions ............................................................................................................24
Copyright © ..........................................................................................................24
Ellipses ....................................................................................................................24
Emphasis Added .....................................................................................................25
First Pages (Table of Contents, Chapters, Bibliography) ......................................25
Fonts .........................................................................................................................25
Fonts, Greek and Hebrew .......................................................................................25
Footnotes ..................................................................................................................26
Foreign Language Terms/Transliteration ...............................................................26
Front Pages (or Front Matter) ...............................................................................27
Greek and Hebrew Citations ...............................................................................27
  Greek ....................................................................................................................27
  Hebrew ...............................................................................................................27
  Block Quotes ......................................................................................................27
Headings and Subheadings ....................................................................................28
Hebrew Citations ...................................................................................................28
Hyphens and Dashes .............................................................................................28
Inclusive Language .................................................................................................28
FORM AND STYLE REQUIREMENTS (continued)

- Indentation .......................................................... 29
- IRB Approval Form ............................................... 29
- Italics .................................................................. 29
  - Book Titles ......................................................... 29
  - Emphasis Added ................................................. 29
  - Foreign Language Terms/Transliteration ............... 29
- Justification ............................................................ 29
- Length of Applied Research Project ....................... 29
- Line Spacing .......................................................... 29
- Margins .................................................................. 30
- Pagination (Page Numbers) .................................... 30
- Paper ..................................................................... 30
- Paragraphs ............................................................ 30
- Plagiarism .............................................................. 31
- Print Quality .......................................................... 31
- Quotation Marks .................................................... 31
- Quotations .............................................................. 32
- Quotations, Block ................................................... 32
- Scripture Citations ................................................ 32
- Spacing After Punctuation ...................................... 33
- Tabs ........................................................................ 33
- Table of Contents .................................................. 33
- Tables/Figures ........................................................ 34
- Title page .............................................................. 34
- Vita ......................................................................... 35
- Widows and Orphans ................................................ 35

APA STYLE FOR PCC STUDENTS

- Why is APA Style Needed? ...................................... 37
- APA Form and Style Requirements .......................... 37
  - Font ........................................................................ 37
  - Margins .................................................................. 37
  - Page Number Placement ....................................... 37
  - Headings and Subheadings ................................... 38
- APA Form and Style Helps ........................................ 38
- APA Citation Basics ................................................. 40
  - Short Quotations ................................................... 41
  - Long Quotations .................................................... 41
  - Summary or Paraphrase ....................................... 42
  - Citing an Author or Authors .................................. 42
  - Citing Indirect Sources ......................................... 44
  - Citing Electronic Sources ..................................... 44
- References Pages ..................................................... 45
- Digital Object Identifier (DOI) ................................. 47
# FOOTNOTE AND BIBLIOGRAPHIC EXAMPLES (CML)

## MULTIVOLUME WORKS
- One author, several volumes
- One author, several volumes, translated
- One author, different title of each volume
- Independent titles and different authors for each volume
- Multiple authors with the same name

## BIBLE COMMENTARIES
- Author given, no volume number
- Author and volume number given
- Several volumes by the same author
- Commentary as a part of the volume in a multivolume set
- Editor or compiler as “Author”

## ARTICLES IN THEOLOGICAL DICTIONARIES ANDENCYCLOPEDIAS
- Signed article
- Unsigned articles
- Concordances
- Lexicons

## PERIODICALS
- Magazines
- Journals with successive pagination throughout the different issues
- Journals with separate pagination for each issue

## ANCIENT WRITERS
- Classical authors
- Rabbinical or Jewish writings

## ELECTRONIC DOCUMENTS
- Electronic/Online References
- Journal article from a database
- Reference article from a database
- Journal article from online journal (ejournal)
- Article in an electronic magazine (ezine)
- Online book
- E-Books
- Kindle book
- Book and journals in print now on the Internet
- CD-ROM reference with a corresponding print edition
- Personal website
- Professional website
- E-Mail

## MISCELLANEOUS
- Article in a Book
- Secondary source of quotation
- Class papers
- Class Notes (Lectures)
FOOTNOTE AND BIBLIOGRAPHIC EXAMPLES (continued)

Class Handout composed by professor ........................................ 60
Reprint ....................................................................................... 60
Component part by one author in a work edited by another ............ 60
Footnote with multiple entries .................................................... 61
Archived sources ......................................................................... 61
Interview ..................................................................................... 61
Newspapers .................................................................................. 61
Subsequent Reference Examples (for footnotes only) ....................... 61

BOOKS ....................................................................................... 62
Only one book cited by author ..................................................... 62
One book by more than one author ............................................. 62
Two works by the same author .................................................... 62

JOURNALS/MAGAZINES ............................................................ 62
One article cited by author .......................................................... 62
One article by more than one author .......................................... 62
Two works by the same author with successive pagination ............ 62

ORU LIBRARY RESOURCES

ACCESS TO ORU LIBRARY DATABASES ........................................ 65
When ORU is your internet provider ............................................. 65
Via another internet provider ...................................................... 65
Fill in your Email user name ...................................................... 65
Fill in your Email password ....................................................... 65
After you have filled out your user name and password ................ 65

JOURNAL SEARCH USING DATABASES ....................................... 66
Topical Search in Journals .......................................................... 66
ATLA Database search .............................................................. 66
Search for a particular journal article ......................................... 67

BOOK SEARCH USING THE LIBRARY CATALOG ......................... 69

CENTRAL SEARCH .................................................................... 70

APPLIED RESEARCH PROJECT SEARCH .................................... 72
Library Catalog ........................................................................... 72
WorldCatDissertations Database ................................................ 73

REFERENCE RESOURCES .......................................................... 73
Bible Dictionaries and Bible Encyclopedias ................................... 73
Concordances ............................................................................. 75
Specialized Dictionaries, English ................................................ 75
Commentaries ............................................................................ 75
Interlinear Bibles ......................................................................... 76
Specialized dictionaries (Hebrew and Greek) ................................. 77
Parsing guides and analytical keys .............................................. 77
Lexicons ...................................................................................... 77
**ORU LIBRARY RESOURCES** (continued)

**OTHER LIBRARY RESOURCES**
- eBooks ........................................................................... 77
- Table of Contents ............................................................. 78
- Other Formats ................................................................... 78
- Library Guides ................................................................. 78
- Library Tutorials .............................................................. 78
- Special Collections .......................................................... 79
- Online Jewish Research Sources .................................... 79
- Online Theological Resources ......................................... 80

**EXAMPLES – FRONT MATTER**
- Title Page – Church Ministry Leadership ......................... 83
- Title Page – Pastoral Care and Counseling ....................... 85
- Disclaimer ........................................................................ 87
- Approval Sheet/Signature Page ....................................... 89
- Abstract ........................................................................... 91
- Copyright Page .................................................................. 93
- Dedication ........................................................................ 95
- Preface ............................................................................ 97
- Acknowledgments ........................................................... 99
- Table of Contents .......................................................... 101
- Tables ............................................................................. 103
- Figures ............................................................................ 105

**EXAMPLES – BODY OF THE TEXT**
- First Page of Chapter .................................................... 109
- Main body of text ......................................................... 110
- Table in text .................................................................... 111
- Tables and Figures ......................................................... 112
- Appendix Cover Sheet ................................................... 117

**EXAMPLES – BACK MATTER**
- Bibliography, 1st Page .................................................... 121
- Bibliography, 2nd Page .................................................... 122
- IRB Approval Form ......................................................... 123
- Vita .................................................................................. 125

**GREEK AND HEBREW TEXT CITATION SAMPLES**
- Greek Text Citation Sample ........................................... 127
- Hebrew Text Citation Sample ......................................... 128

**COMMON PROBLEMS WITH FORM AND STYLE**
- Bibliography .................................................................... 129
- Consistency ..................................................................... 129
- Ellipses .......................................................................... 129
- Emphasis Added ............................................................. 129
- First Pages ....................................................................... 129
COMMON PROBLEMS WITH FORM AND STYLE (continued)

Footnotes ................................................................................................................. 129
Front Matter ............................................................................................................... 129
Italics ......................................................................................................................... 129
Names, Full ................................................................................................................ 129
Paragraph, introductory ......................................................................................... 129
Paragraph, format .................................................................................................... 129
Person ......................................................................................................................... 129
Punctuation ............................................................................................................... 130
Quotations, block ..................................................................................................... 130
Quotations ................................................................................................................ 130
Spacing ....................................................................................................................... 130
Scripture reference ................................................................................................. 130
Tables of Contents ................................................................................................. 130
Title .......................................................................................................................... 130
Widows and Orphans ............................................................................................. 130

CHECKLIST: COPY OF ARP REPORT IN PREPARATION FOR DEFENSE ............. 131
SUBMITTING ARP FOR FINAL APPROVAL ......................................................... 133
CHECKLIST: COPY OF ARP REPORT IN PREPARATION FOR BINDING ........... 135

APPLIED RESEARCH PROJECT BINDING AND PUBLICATION CHECKLISTS
Copy information ....................................................................................................... 137
To submit ARP for Binding by Houchen Bindery ................................................. 137
To submit ARP for Publication and Copyright by ProQuest .............................. 137

REQUIREMENTS AND FEES FORM .................................................................... 139
PREFACE

The Doctor of Ministry Applied Research Project Manual has been compiled for students in the Oral Roberts University Graduate School of Theology and Ministry (GSTM). This manual supplements Kate L. Turabian’s form and style manual, A Manual for Writers of Term Papers, Theses and Dissertations (7th edition), officially adopted by the GSTM. Nancy J. Vyhmeister’s book, Quality Research Papers, based on Kate Turabian’s work, has been a resource for this manual.

This manual has been designed to do the following:
• Provide specific introductory matter for the D.Min. Applied Research Project (ARP).
• Outline general form and style requirements and other requirements, along with examples.
• Describe and illustrate the process of formatting APR documents.
• Provide bibliographic and footnote examples that are not explicit either in Turabian or Vyhmeister.
• List books of the Bible, scholarly abbreviations, and Greek and Hebrew Text Citations.
• List the ORU Library Resources, and describe and illustrate the procedures for accessing these resources.

ACKNOWLEDGMENTS

The Administration and Faculty of the Graduate School of Theology and Ministry (GSTM) are pleased to provide this D.Min. Applied Research Project Manual to assist D.Min. students with their ARP writing projects. Dr. Cheryl Iverson and Dr. Kenneth Mayton have provided oversight for this manual, and they extend their gratitude to several individuals. They express appreciation to Thomson K. Mathew, D.Min., Ed.D., Dean of the College of Theology and Ministry, who has supported this project and provided the necessary resources to bring it to completion. They are grateful for the valuable contributions made by Mark Hall, Ph.D., and Sally Shelton, M.L.I.S., M.A. They also extend appreciation to four graduate assistants who diligently worked on this project, Wojciech R. Panas, M.A., M.Div.; Chad J. Davidson, M.A.T., M.A.; Jake Davis, M.A. and M.Div.; Melissa Miller, M.A.; Marlene Mankins, M.A.; and Mollie Kaye Dianne Carter, M.A., and Celine Butler, B.A. These assistants have demonstrated their dedication, academic excellence, technical skills and organizational ability. They know this form and style manual will be a valuable resource for students in the completion of their respective degrees.

Cheryl L. Iverson, Ph.D., Associate Dean of Academic Affairs
Kenneth Mayton, Ed.D., Director, Doctor of Ministry Program
The Applied Research Project (ARP) involves the following:
- A biblical-theoretical base
- A review of related literature
- Solid research
- Responsible use of resources
- Appropriate methodologies.

The project is a significant component of, and makes a worthwhile contribution to the Doctor of Ministry (D.Min.) as a professional degree because:
- Ministers themselves are personally involved with their congregations or people in their places of ministry.
- The problem or area of ministry addressed grows out of an important aspect of actual ministry practice.
- The growth and continuing education of the minister is essential in the development of the project.

The final report of the Applied Research Project is to number between 125 and 250 pages, with a maximum of 350 pages (including appendices).

The Project Committee

A project committee consists of a supervisor, a reader, and a research clinic instructor. This committee guides the student in developing an acceptable proposal, and assists in monitoring project implementation. They then assist in bringing the final research project report to acceptable form and participate in the defense of the project report.

I. Supervisors

The Director of the D.Min. program, after consultation with the Dean, is responsible for assigning ARP supervisors. Graduate School of Theology and Ministry (GSTM) faculty members normally serve as supervisors, although specialists outside the Seminary may be utilized.

Faculty supervisors are responsible to give guidance in the development of project proposals, implementation of projects, and the writing of project reports. Time is scheduled during research clinics for consultation with supervisors. Supervisors are also requested to accompany D.Min. students when projects are evaluated in peer group sessions. Supervisors are to consult with the Director of the Doctor of Ministry Program when reasonable progress is not being made on the project. Any special or apparently insuperable problems are to be noted with recommendations in writing.
II. Project Supervisor Job Description

The supervisor is expected to do the following:

A. Meet with student as necessary to evaluate the concept paper and initiate supervision.
B. Interface with the faculty reader and D.Min. Director regarding the student’s progress.
C. Assist students in obtaining proper academic resources, particularly biblical and theology.
D. Evaluate each chapter of the ARP, recording written directives for its improvement, and require students to conform to the D. Min. Applied Research Project Manual.
E. Interact with student as needed to complete all phases of the ARP.
F. Participate in the student’s oral examination.
G. Participate in the student’s ARP defense.
H. Approve the satisfactory completion of the ARP.
I. Meet the required ten-day turnaround time of chapters/drafts.
J. Sign approved ARP (signature approval page) upon completion.

III. Project Reader Job Description

The reader is expected to do the following:

A. Provide the student input and guidance reflecting his or her experience and expertise.
B. Serve on an approved ARP committee for the duration of the project.
C. Assist students in obtaining proper academic resources, particularly biblical and theological.
D. Be available to the student for personal interaction regarding the project as needed.
E. Require the student to conform to the D.Min. Applied Research Manual in each chapter/draft installment.
F. Provide verbal and written directives regarding improvement of the project at all stages of development.
G. Cooperate with the Committee Supervisor and Director in all development activities.
H. Participate in the oral defense of the project.
I. Sign the approved ARP (signature approval page) upon completion.

Final Approval

Chapters of the research proposal/report are to be submitted as they are completed. Church Ministry Leadership (CML) Track Students submit three copies of each chapter draft, which will make it possible to return the chapter drafts more quickly. A sample cover sheet for chapter drafts is found on page 9.

Pastoral Care and Counseling (PCC) Track Students follow APA Style and Format guidelines, but use the same cover sheet for chapter drafts as the CML students (sample on page 9). PCC Track students submit their chapter drafts to the Coordinator of the PCC track. APA helps are found in this manual under the tab, APA Style.
Project Defense

After approval is granted, the DMIN committee will schedule the project defense. The defense must take place before March 31 of the graduation year.

Three copies of the draft of the final report, submitted for the Defense must be submitted in 3 ring binders with chapter tabs for each chapter, appendices and the bibliography, are due in the Doctoral Studies Office by February 1 for both CML and PCC project defense candidates, or at least 30 days prior to the scheduled defense. Students must submit the ARP project in order to guarantee that the report can be processed, approved, and defended in time for graduation.

Form and Style Review

At the time of the Project Defense, the project committee members will suggest additional revisions to the ARP Project. One complete copy of the ARP Project must be submitted to the D.Min. Program office within 30 days of the Project Defense, in a 3-ring binder with chapter tabs. The D.Min. Director will read the revised project to confirm inclusion of any required changes, and will submit it to the Form and Style Editor for review to conform to the Doctor of Ministry ARP Form and Style Manual. The Editor reads the project and returns it to the D.Min. Program office with a Revision Instruction Sheet with specific instructions for additional edits, if required; the project will then be returned to the writer. This process may be repeated as many times as necessary until the ARP Report meets all requirements. When the Form and Style Editor and Director of the D.Min. Program give final approval, the writer will be notified to submit one copy on plain white paper to the D.Min. Program office, or as a .pdf document, or on a CD; the project will then be submitted to Copy Services to be copied on GSTM bond paper for binding.

Bound Copies of Final Draft

Four bound copies of the final report (including the original) are required by the GSTM: one for the D.Min. office file, one for the ORU library, one for the faculty supervisor, and one for the graduate. Therefore, four copies (minimum) on Graduate School of Theology and Ministry (GSTM) watermark paper, purchased from or copied at the ORU Copy Services Center, are submitted to the D.Min. office, accompanied by a check for binding and return postage for the graduate’s copy(ies) (see pp. 137-142 for additional instructions). Additional copies may be ordered at this time, if desired. It is not necessary to print additional copies on GSTM Watermark paper; 20 lb. bond white paper is required. If a word processor is used, the printed copy must be letter quality; near-letter quality is not acceptable. A printed copy is to be submitted to the project committee for approval.
THE CONCEPT PAPER

The Concept Paper is to be four to five pages in length, double-spaced, with one-inch margins. Submit the paper in the D2L dropbox on the due date found in the syllabus for DMIN 786 for the Church Ministry Leadership Concentration (CML), or DMIN 770 for the Pastoral Care and Counseling Concentration (PCC). Use the following format:

1. **Title**
   The title is proposed and subject to revision. It should say what the study is about. It comes out of steps 3 and 5 and should not be over 20 words.

2. **Introduction**
   Briefly establish the context of the proposed project.

3. **Problem or Area of Inquiry**
   This should result from a recognized and fully conceptualized awareness of a need for evaluation, development, and change.

4. **Purpose of Project and Objectives**
   This is to be achieved through the process of the project.

5. **Importance of the Project**
   A statement of why the project is important in the student’s present stage and place of ministry. It should reflect something of the student’s own theological understanding of his or her own ministry and mission.

6. **Proposed Project and Procedures**
   This is a tentative outline of the project format and research design.

7. **Anticipated Results**
   These show a projection of the student understanding of the results that could be the outcome of the project.

8. **Resources**
   These are an indication of the human resources, academic disciplines, and types of resource materials that could be most helpful in pursuing the project and why.

9. **Meanings**
   A statement is made about the possible wider meanings of the project, such as its relation to the biblical, confessional, ethical, and human concerns, and possibly its bearing on the Church at large.

10. **Diffusion**
    Speculation is made as to how the project and/or its results might be used in ministry situations other than the project setting.
Observations of the D.Min. Director:

a. The Project involves research and survey practices. It is also important that the project:
   a. Stem from a recognized and fully conceptualized need for ministry change.
   b. Be specifically oriented to the improvement of ministry.
   c. Lead to a stated plan for evaluating the results.

b. The Project is not:
   a. A research project pursued merely for the sake of research.
   b. Merely the development or compilation of a product.
   c. Merely a survey or description of existing practices of ministry.
   d. Historical research with no application to ministry practice.
SUBMITTING CHAPTER DRAFTS

Procedures

All chapter drafts are uploaded in the D2L dropboxes during the Research Project/Writing Phase.

I. Attach a cover sheet to each copy of each new draft submission. The cover sheet should include the following: (See sample on next page):
   A. Title of the research project
   B. Chapter number and draft number
   C. Your name
   D. Date submitted
   E. Names of your ARP Committee
   F. NOTE: The final draft submitted for defense must conform to the format, form, and style requirements of the final binding copy. Defense will not be scheduled for drafts requiring total retyping.

II. Committee members will read chapter drafts and will provide feedback that can be read by other committee members, as well as the writer.

III. Always read the evaluations and critiqued copies of the chapter drafts from committee members. Make all changes and edits as required, and submit as a new chapter draft.
   - Do not submit the cover page as a separate document; include the cover page as part of your chapter draft.
   - Beginning with Chapter 2 include, include an outline and a bibliography.
   - Chapter 4 Draft 1 does not require teaching material, pre- and post-test and teacher evaluation material. Dr. Mayton will review the first draft of Chapter 4 and will provide feedback in his comments as to when teaching material should be submitted with Chapter 4.
   - Do not implement the project until Dr. Mayton and the committee approve implementation of the project.

IV. Upon completion of the six (6) chapters, Dr. Mayton will provide instructions to provide three (3) copies of the ARP in 3-ring binders with index tabs for each chapter, appendices and the bibliography. The defense will also be scheduled; it is recommended that the student bring a copy of the ARP in a 3-ring binder to the defense.
   - Print 4 copies of the ARP and place in 3-ring binders.
   - Separate each chapter, appendices and bibliography with a labeled index tab.
   - Include a blank page at the front of the binder before the Title Page and a blank page at the back of the binder after the Vita.
   - Mail 3 binders to the DMIN office, and keep one to bring to the defense.
SAMPLE COVER PAGE FOR CML AND PCC APPLIED RESEARCH PROJECT CHAPTER DRAFTS

In addition, a sample of the cover page for CML and PCC Applied Research Project can be found in the Example Pages section of this manual.
TITLE OF APPLIED RESEARCH PROJECT
IN INVERTED PYRAMID FORMAT

Chapter 1 Draft 4

By

STUDENT’S FULL NAME

Date Submitted

AN APPLIED RESEARCH PROJECT

NAME OF STUDY TRACK

Submitted to the Theological Faculty
Dr. (Name of Supervisor)
Dr. (Name of Reader)
Dr. Kenneth Mayton

GRADUATE SCHOOL OF THEOLOGY AND MINISTRY

ORAL ROBERTS UNIVERSITY
Form and Style

If any man wish to write in a clear style,
let him first be clear in his thoughts;
and if any would write in a noble style,
let him first possess a noble soul.
—Johann Wolfgang von Goethe
THE APPLIED RESEARCH PROJECT

The ARP Project, when completed, will contain the following:

Front Matter

1. Title Page: The title is to state exactly what the study is about in as few words as possible.
2. Approval page
3. Table of Contents (doubled spaced)
4. List of Tables, Figures, Graphs (if appropriate)

Main Text

Chapter—The Problem

a. Introduction—The introduction is a bit like a preface. It is a brief description of the situation that has been identified.
b. The Setting—Describes the ministry context of the project.
c. Statement of the Problem—After establishing the context, the writer should then move to the problem itself. Questions concerning the nature of the problem should be answered here. This involves an expansion of the title and a clear identification of its components. All important questions about the nature of the problem should be answered here. This section should include a problem statement and working research hypothesis or research questions.
d. Purpose Statement and Specific Objectives to be Achieved
e. Research Questions—These questions flow from the statement of the problem. For example, if the statement of the problem is, “There is a lack of knowledge about leadership among the leaders of church XYZ.” Research question: “Would the teaching of a seminar increase the knowledge of leadership?”
f. Background and Significance—The next step is to discuss the background of the problem and why it was chosen for the project. State the reasons why you think the problem should be addressed. Justify its importance based upon its significance to you, your ministry situation, and the effectiveness of ministry in general.

5. Definition of Terms—Define terms within the title in context to the research paper.
6. Limitations of Study—States the boundaries and limitations of the Project. It also describes any uncontrollable aspects of the project that might place restrictions upon reliability, validity, general applicability, and/or usefulness of this study.
7. Assumptions—Declare any assumptions that are made without testing them or having definitive evidence to support them.

8. Additions to sections 1, 2, and 3 will be made in Chapter 1 after research for Chapters 2 and 3 has been completed.

Chapter 2—Biblical-Theological-Historical Base

The Bible and a major theological historical tradition (with significant references to theologians in that tradition) are to inform the Project and research. Exegetical and theological research should be comprehensive and provide an adequate foundation. Negotiate the outline for this chapter with your project committee.

Chapter 3—Review of Related Literature

a. Similar Research—The purpose of this investigation is to discover if someone else has done research on your problem or a similar one. This review should also determine what research has been done on key components of your problem. Even if you find no studies precisely comparable to yours, information about similar problems will be of value.

b. Theorists and Theoretical Constructs—Seek out literature that will provide the project with good theoretical foundations. Identity writers and themes that relate to your area of concern, and then focus on those that specifically speak to your project and with whom you resonate. Negotiate the outline for this section with your project committee.

c. Practitioners and Practical Applications—There probably will be writings that describe situations where ministry activities similar to those in your project have been facilitated, but no attempt was made to deal with the theoretical constructs behind the applications. These reports may be of value in helping with the procedures of your research design.

Chapter 4—Methodology

a. Rationale—This is a delineation of the aspects of the research review, biblical-theological base, and literature review that provided a rationale for the project procedures. This section answers the question of why you have decided to use the design chosen. This is not a defense of the research question or hypothesis.

1. For the project—Give a brief reason why this topic was selected.

2. For the method or design—Give a brief reason why this approach was chosen rather than another.

b. Procedures—This section is a description of the steps and methods to be followed in addressing the problem. It must be a clear statement of how the project will be
conducted. Remember, another person should be able to read the procedures and conduct the study. The research design should include the following:

1. Sample Selection.
2. Pretest Construction and Administration (if any)
3. Report on pilot test (if used)
4. Posttest Administration
5. Data Analysis
6. Schedule

Chapter 5—Presentation of Results

a. Organization of Chapter 5:
   1. General Introduction.
   2. Review of Results.
   3. Specific Review of data based on variables (if used).
   4. Report of responses from the course evaluation.
   5. Relate findings to research questions (Chapter 1). Indicate the data allows you to answer in the affirmative or negative on each research question.
   6. Include charts, tables and illustrations in your report (with narrative and introduced properly each time).

b. Remember, Chapter 5 is for reporting and analyzing the data. Everything is based on data you have. Chapter 6 will be for interpreting results (why did the data show—any surprises? Why things happened as they did?)

Chapter 6—Responses to Findings

a. Interpretation of Results—After doing your analysis and reporting of findings (based on data) (Chapter 5), determine what needs to be interpreted by asking, “Why did the results come out that way? What surprised me? What needs to be explained?” For example, why did women score higher than men? Was it because they were involved in more Bible study groups? This is your chance to speak about your results. Were you pleased overall, or were you expecting more or less?

b. Conclusions—What general conclusions can be made about your research? Here, you don’t give results from your implementation. What did you learn about research in general? You have contributed to the knowledge of ministry; what will be helpful to the reader? For example, this method used by the researcher to study other similar topics. The results of this project would be verifiable in other projects. There are conclusions about research methodology and results, not results of your project.

c. Theological Reflection—This step is one of the most important in the ARP, but often harder to understand and achieve. Think back to your theological section of Chapter II; what were you hoping to achieve? Now you have completed the project, so reflect on how theology informed what you did in the project and how what you discovered related to what theologians said. Seek God’s overall perspective. Don’t just review what was said in the theological section, but think about your thinking about your thinking and seek God’s perspective.
d. **Recommendations**
   1. To improve the project—think through ideas that would have improved the project as you look back.
   2. For further research—think of ideas you have thought about that need to be researched in the future.
   3. For implementation in ministry—how would you utilize your project in the ongoing ministry of your church? How could your results be used in other ministry contexts?
      Here is a good place to show how your findings are similar to some of the ideas you gleaned in your review of literature (Chapter 3).
   4. Residual findings—list any idea that has come to you and not included in Chapter 6.
   5. Suggestions for further studies—what other ideas will you want to study about items brought up in your project?
   6. Summary of chapter and project—As you have done in each chapter, write a summary of the chapter and since this is the last chapter, write a summary of the entire project.

**Footnotes are required for CML, while in-text citations are required for PCC.**

**Back Matter**

9. **Appendix/Appendices—if needed**

10. **Bibliography**
    a. The bibliography can be more easily utilized if divided into the following first-level headings. If you do not have more than two entries for any one category, make the entry(ies) under Other Sources.
    b. Minimum of 60 sources—30 each in chapters 2 and 3
    c. Utilize the following headings for the Bibliography
       5. Books
       6. Periodicals
       7. Audio and/or Video Cassette Tapes
       8. Interviews
       9. Other Sources
    d. Only sources cited in the text are included in the bibliography. Any exceptions must be defended.
    e. Headings should be centered and underlined.

11. **IRB**

12. **Vita**
D.MIN. FINAL APPLIED RESEARCH REPORT
FORMAT

Front Matter
1. A blank page (fly page) for protection in binding
2. Title page
3. Disclaimer
4. Approval page
5. Abstract
6. Copyright (optional)
7. Dedication page (optional)
8. Preface (declare primary Bible translation used in report)
9. Acknowledgements
10. Table of contents
11. List of tables (if any)
12. List of figures or Illustrations (if any)
13. Text
   Chapter 1    The Problem
       Introduction
       Statement of the Problem
       Purpose and Specific Objectives
       Hypothesis or Research Questions (as applicable)
       Setting of the Project
       Background and Significance
       Definitions of Terms
       Limitations of Study
       Assumptions
       Chapter Summary
   Chapter 2    Biblical-Theological-Historical Base
       Biblical Foundations
       Theological Analysis
       (Church) Historical Perspectives
       (including Pneumatological application)
       Chapter Summary
   Chapter 3    Review of Related Literature
       Similar Research
       Theorists & Theoretical Constructs
       Practitioners and Practical Applications
       Chapter Summary
Chapter 4 Methodology

Rationale
For topic
For methodology

Research Instruments
Design (name, strength/weaknesses)
Objectives for project

Curriculum Development

Procedures
Sample Selection
Pretest Construction & Administration (if any)
Report on pilot test if used
Posttest Administration
Data Analysis
Schedule

Evaluation of teaching and curriculum

Chapter Summary

Chapter 5 Presentation of Results

Relate to Chapter 1
(Hypotheses, questions, objectives, or statements)
Present material in a sequential, logical order
Include charts and illustrations (with narration)

Chapter Summary

Chapter 6 Responses to Findings

Interpretations of Results
Conclusions (connect with results)
Theological Reflection
Recommendations
To Improve the Project
For Further Research
For Implementation in Ministry
Connect your results with any of the findings discovered in Review of Related Literature (Chapter III)
(Residual findings)
(Suggestions for further studies)

Summary of Chapter and Project

14. Appendices
15. Bibliography
16. IRB
17. Vita
18. A blank page (fly page) for protection in binding
“There are two duties incumbent upon any man who enters on the business of writing: truth to the fact and a good spirit in the treatment.”
—Robert Louis Stevenson

Organization

A Manual for Writers of Research Papers, Theses, and Dissertations, 7th ed. by Kate Turabian is the approved style manual for all ARP CML Reports. The Report is expected to reflect logical and analytical thinking, appropriate organization, the use of standard English and acceptable grammar and punctuation, proper documentation, and neat appearance. The qualities of unity, coherence, and clarity are paramount.

An Applied Research Project Report has three major parts: the front matter (title page, approval, abstract, etc.), the text, and the back matter (bibliography, appendices). The text or body of the Project must be between 125 and 250 pages in length, but not to exceed 350 pages (including appendices). This paper will be divided into six chapter divisions. Subheadings within the chapters will be necessary to indicate the orderly progression of topics and their relationship.

Documentation and Sources (CML)

Source citations are required in the text when using a direct quotation, paraphrasing another author’s words, or including specific information that is not common knowledge. References in the text must correspond exactly to the listing of sources at the end of the project. Be certain that all items are included in the bibliography that appears in the footnotes, author’s names are spelled consistently and correctly, and the dates are the same in both the footnotes and the bibliography. Use a minimum of 60 sources in writing the Project Report.

Documentation and Sources (PCC)

Refer to pages 37-47 for information on APA in-text citations and references.
Abbreviations, Apocrypha

Abbreviations, English Bible

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additions to Esther</td>
<td>Add Esth</td>
</tr>
<tr>
<td>Baruch</td>
<td>Bar</td>
</tr>
<tr>
<td>Bel and the Dragon</td>
<td>Bel</td>
</tr>
<tr>
<td>Epistle of Jeremiah</td>
<td>Ep Jer</td>
</tr>
<tr>
<td>1 Esdras</td>
<td>1 Esdr</td>
</tr>
<tr>
<td>2 Esdras</td>
<td>2 Esdr</td>
</tr>
<tr>
<td>Judith</td>
<td>Jud</td>
</tr>
<tr>
<td>1 Maccabees</td>
<td>1 Macc</td>
</tr>
<tr>
<td>2 Maccabees</td>
<td>2 Macc</td>
</tr>
<tr>
<td>Prayer of Manasseh</td>
<td>Pr Macc</td>
</tr>
<tr>
<td>Ecclesiasticus (Wisdom of Jesus the Son of Sirach)</td>
<td>Sir</td>
</tr>
<tr>
<td>Song of the Three Children</td>
<td>S Th Ch</td>
</tr>
<tr>
<td>Susanna</td>
<td>Sus</td>
</tr>
<tr>
<td>Tobit</td>
<td>Tob</td>
</tr>
<tr>
<td>Wisdom of Solomon</td>
<td>Wisd Sol</td>
</tr>
</tbody>
</table>

Good News Bible GNB
Living Bible LB
King James Version KJV
A New Translation of the Bible Moffatt
New Century Bible NCB
New English Bible NEB
New International Version NIV
New Jerusalem Bible JNB
New King James Version NKJV
New Living Translation NLT
New Revised Standard Version NRSV
New American Standard Bible NASB
Revised Standard Version RSV

Abbreviations, Bible Books

- In modern academic usage, the abbreviations of the books of the Bible are not followed by periods.
-Abbreviate book names in footnotes or within parentheses; however, spell out book names in the text.
- Spell out the numbers for numbered books of the Bible when a sentence begins with a book name (e.g., Second Timothy). Use Arabic numerals (1, 2) for numbered books when the book name is in running text (e.g., 2 Timothy).

### Old Testament Abbreviations

<table>
<thead>
<tr>
<th>Old Testament Books</th>
<th>Abbreviations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genesis</td>
<td>Gen</td>
</tr>
<tr>
<td>Exodus</td>
<td>Exod</td>
</tr>
<tr>
<td>Leviticus</td>
<td>Lev</td>
</tr>
<tr>
<td>Numbers</td>
<td>Num</td>
</tr>
<tr>
<td>Deuteronomy</td>
<td>Deut</td>
</tr>
<tr>
<td>Joshua</td>
<td>Josh</td>
</tr>
<tr>
<td>Judges</td>
<td>Judg</td>
</tr>
<tr>
<td>Ruth</td>
<td>Ruth</td>
</tr>
<tr>
<td>1 Samuel</td>
<td>1 Sam</td>
</tr>
<tr>
<td>2 Samuel</td>
<td>2 Sam</td>
</tr>
<tr>
<td>1 Kings</td>
<td>1 Kgs</td>
</tr>
<tr>
<td>2 Kings</td>
<td>2 Kgs</td>
</tr>
<tr>
<td>1 Chronicles</td>
<td>1 Chr</td>
</tr>
<tr>
<td>2 Chronicles</td>
<td>2 Chr</td>
</tr>
<tr>
<td>Daniel</td>
<td>Dan</td>
</tr>
<tr>
<td>Hosea</td>
<td>Hos</td>
</tr>
<tr>
<td>Joel</td>
<td>Joel</td>
</tr>
<tr>
<td>Amos</td>
<td>Amos</td>
</tr>
<tr>
<td>Obadiah</td>
<td>Obad</td>
</tr>
<tr>
<td>Jonah</td>
<td>Jonah</td>
</tr>
<tr>
<td>Micah</td>
<td>Mic</td>
</tr>
<tr>
<td>Naham</td>
<td>Nah</td>
</tr>
<tr>
<td>Habakkuk</td>
<td>Hab</td>
</tr>
<tr>
<td>Zephaniah</td>
<td>Zeph</td>
</tr>
<tr>
<td>Haggai</td>
<td>Hag</td>
</tr>
<tr>
<td>Zechariah</td>
<td>Zech</td>
</tr>
<tr>
<td>Malachi</td>
<td>Mal</td>
</tr>
</tbody>
</table>

### New Testament Abbreviations

<table>
<thead>
<tr>
<th>New Testament Books</th>
<th>Abbreviations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew</td>
<td>Matt</td>
</tr>
<tr>
<td>Mark</td>
<td>Mark</td>
</tr>
<tr>
<td>John</td>
<td>John</td>
</tr>
<tr>
<td>Acts</td>
<td>Acts</td>
</tr>
<tr>
<td>Romans</td>
<td>Rom</td>
</tr>
<tr>
<td>1 Corinthians</td>
<td>1 Cor</td>
</tr>
<tr>
<td>2 Corinthians</td>
<td>2 Cor</td>
</tr>
<tr>
<td>Galatians</td>
<td>Gal</td>
</tr>
<tr>
<td>Ephesians</td>
<td>Eph</td>
</tr>
<tr>
<td>Philippians</td>
<td>Phil</td>
</tr>
<tr>
<td>Colossians</td>
<td>Col</td>
</tr>
<tr>
<td>1 Thessalonians</td>
<td>1 Thess</td>
</tr>
<tr>
<td>2 Thessalonians</td>
<td>2 Thess</td>
</tr>
<tr>
<td>1 Timothy</td>
<td>1 Tim</td>
</tr>
<tr>
<td>2 Timothy</td>
<td>2 Tim</td>
</tr>
<tr>
<td>Titus</td>
<td>Titus</td>
</tr>
<tr>
<td>Philemon</td>
<td>Phlm</td>
</tr>
<tr>
<td>Hebrews</td>
<td>Heb</td>
</tr>
<tr>
<td>James</td>
<td>Jas</td>
</tr>
<tr>
<td>1 Peter</td>
<td>1 Pet</td>
</tr>
<tr>
<td>2 Peter</td>
<td>2 Pet</td>
</tr>
<tr>
<td>1 John</td>
<td>1 John</td>
</tr>
<tr>
<td>2 John</td>
<td>2 John</td>
</tr>
<tr>
<td>3 John</td>
<td>3 John</td>
</tr>
<tr>
<td>Jude</td>
<td>Jude</td>
</tr>
<tr>
<td>Revelation</td>
<td>Rev</td>
</tr>
</tbody>
</table>

Information adapted from Quality Research Papers by Nancy Vyheimster, pg. 86, and SBL Handbook of Style (Peabody, MA: Hendrickson, 1999).

**Abbreviations, Misc.**

You can find the abbreviations for the following writings in the abbreviation section of any volume of the *Word Biblical Commentary* (Dallas: Word 1988) or in the *SBL Handbook of Style* (Peabody, MA: Hendrickson, 1999):
• Commonly used periodicals, reference works, and serials
• Dead Sea Scrolls, Philo, and Josephus
• Early Jewish Literature (OT Pseudepigrapha); Rabbinic writings
• Early Christian Writings

Abbreviations, Scholarly
• Confine general abbreviations *etc.*, *e.g.*, and *i.e.* to parenthetical references within text.
• The abbreviations *cf.*, and *s.v.*, are preferably used only in footnotes.
• Latin abbreviations are not acceptable in the document citations.
• The most common scholarly abbreviations (for full list see Turabian 24.7):

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>App.</td>
<td>appendix</td>
</tr>
<tr>
<td>ca.</td>
<td>circa, about, approximately</td>
</tr>
<tr>
<td>cf.</td>
<td>confer, compare (<em>Confer</em> is Latin for “compare;” <em>cf.</em> must not be used as abbreviation for English “confer,” nor should it be used to mean “see.”)</td>
</tr>
<tr>
<td>ed.</td>
<td>editor; edition; edited by</td>
</tr>
<tr>
<td>e.g.</td>
<td>exempli gratia, for example</td>
</tr>
<tr>
<td>et al.</td>
<td>et alia, and others</td>
</tr>
<tr>
<td>et seq.</td>
<td>et sequentes, and the following</td>
</tr>
<tr>
<td>etc.</td>
<td>et cetera, and so forth</td>
</tr>
<tr>
<td>f., ff.</td>
<td>following (verse or verses, pages, etc.)</td>
</tr>
<tr>
<td>hap. leg.</td>
<td>hapax legomenon, sole occurrence</td>
</tr>
<tr>
<td>ibid.</td>
<td>ibidem, in the same place (see page 9)</td>
</tr>
<tr>
<td>id.</td>
<td>idem, the same (used to refer to persons; not to be confused with <em>ibid.</em>)</td>
</tr>
<tr>
<td>i.e.</td>
<td>id est, that is</td>
</tr>
<tr>
<td>infra</td>
<td>below</td>
</tr>
<tr>
<td>n.</td>
<td>note, footnote (plural, nn.)</td>
</tr>
<tr>
<td>n.d.</td>
<td>no date</td>
</tr>
<tr>
<td>n.p.</td>
<td>no place; no publisher</td>
</tr>
<tr>
<td>p.</td>
<td>page (plural, pp.)</td>
</tr>
<tr>
<td>passim</td>
<td>here and there; elsewhere</td>
</tr>
<tr>
<td>q.v.</td>
<td>quod vide, which see (for use with cross-references)</td>
</tr>
<tr>
<td>Sic</td>
<td>so, thus (always italicized or underlined); an unusual form exactly reproduced from the original</td>
</tr>
<tr>
<td>supra</td>
<td>above</td>
</tr>
<tr>
<td>s.v.</td>
<td>sub verbo, sub voce, under the word (plural, s.vv.; used in references to encyclopedias and dictionaries)</td>
</tr>
<tr>
<td>v.</td>
<td>verse (plural, vv.)</td>
</tr>
<tr>
<td>viz.</td>
<td>videlicet, namely</td>
</tr>
<tr>
<td>vs.</td>
<td>versus, against</td>
</tr>
</tbody>
</table>
Abbreviations, States

In footnotes and bibliography you should use two-letter abbreviated form of the name of the state. Include state when the city may not be well-known to the reader. See Turabian 24.3.1

Abstract

- An abstract is a concise summary (approx. 150 words) intended to inform prospective readers about the content of the Applied Research Project (ARP).
- It usually includes a brief description of the research, the procedures or methods, and the results or conclusions.
- An abstract should not include internal headings, parenthetical citations of items listed in the reference section, diagrams, or other illustrations.

Bible Versions (also see Scripture Citations)

- In a biblical or theological paper, Bible references are commonly placed in parentheses directly in the text. In English it has been accepted practice that no version is indicated when one uses the King James Version (KJV). Any other version must be indicated, usually in a footnote:

  ^1 Unless otherwise indicated all Bible references in this paper are to the New American Standard Bible (NASB) (La Habra, CA: The Lockman Foundation, 1973).

- Although several versions may be used in the ARP, this practice is discouraged. Unless word or sentence comparisons are being done between versions, use the same version throughout the ARP. Jumping from one version to another and choosing the wording that suits a specific purpose suggests that the author of the ARP is trying to make the Bible say what he or she wants it to say.
- If a quotation from an additional version appears in the paper, indicate this with the abbreviation for that version following the citation: e.g., (Rom 1:17, NIV).

Bibliography/Bibliographic Sources and Documentation

- Source citations (footnotes) are required in the text when using a direct quotation, paraphrasing another author’s words, or including specific information that is not common knowledge.
- References in the text must correspond exactly to the listing of sources at the end of the ARP. The bibliography should list only works that are referred to or quoted in the text.
- Be certain that all items are included in the bibliography that appear in the footnotes, author’s names are spelled consistently and correctly, and the dates are the same in both the footnotes and the bibliography.
• Between 40-50 sources should be used in writing the Applied Research Project; at least one third should be periodicals.
• Margins: Top (first page) 2”; (following pages) 1.4”; Left 1.5”; Bottom and right 1”
• Pagination (Page numbering)
  o Continue numbering from main text
  o Page number on first page is centered 0.75” from bottom.
  o Following page numbers are 1 inch from top and right edge of page.
• To transfer footnote information to the bibliography, within each of the chapters:
  o Go to View, switch to Draft.
  o Click Insert, Show Notes.
  o Select all (Ctrl+A) then Copy (Ctrl+C)
  o Open Bibliography (should be separate document) and Paste (Ctrl+V)
  o Arrange and format accordingly.

Chapter Headings
• Begin each chapter on a new page.
• Chapter numbers should always be Arabic (1, 2, 3), not Roman numerals (I, II, III) or spelled out.
• Chapter designation (number) should be centered 2 inches from the top of the page and typed with capital letters (e.g., CHAPTER 1).
• The title of the chapter should also be in capital letters, double spaced from the chapter designation.
• Four single spaces between the title of the chapter and the text are required.
• Chapter titles do not count as subheadings.

Chapters
• A paper of this length should normally be divided into no more than four or five chapter divisions; most theses conveniently divide into three chapters.
• Introductory and concluding sections should be included in the first and last chapter of the ARP.
• Subheadings within the chapters will be necessary to indicate the orderly progression of topics and their relationship.

Commas
• The subject of comma usage is much too comprehensive to include here. Read and refer to Turabian 21.2 for specific directions.
• In a series, always use a comma before the conjunction that introduces the last item: 
  *He studied Greek, Latin, and Hebrew.* (Turabian 21.2.2)
Use paired commas to set off a nonrestrictive clause (a clause that is not necessary to identify the noun it modifies):

*These five books, which are on reserve in the library, are required reading.*

(Which books? These five books.)

- **Restrictive clauses**: Commas are not used around restrictive clauses (a clause that is necessary to identify the specific noun it modifies):
  
The books that are required reading are on reserve in the library.
  
(Which books? The books that are required reading.)

**Conclusions**

- The conclusion is essential to completing the argument. It draws the presentation to a close.
- Although it will contain a restatement of the ARP, it is more than just a vehicle to revisit that statement once again. The conclusion serves as a way to remind the reader of what was read earlier.
- In the conclusion, do not simply list the points of your argument. Rather, rephrase your points using sharp, clear, and concise words.

**Copyright**

- Copyright privileges vest immediately upon creation of the work, without the requirement of notice or registration formalities. One should, nevertheless, include a copyright notice with the work. It signals an acknowledgment of legal rights to the readers, copyright ownership, and indicates the first year of publication.
- Registration is technically optional, but highly recommended. It establishes a public record of the document, the copyright, and the author’s name and address. For American publications, registration is required before one can file an infringement lawsuit. Timely registration bestows additional legal rights, particularly the ability to receive "statutory damages" and attorney fees in an infringement action. Those remedies may be the sole monetary award from an infringer. In general, to have these benefits, authors must register before the infringement occurs.
- For more information, visit the ProQuest UMI website at [www.umi.com/hp/Support/DServices/copyright/Part5.html](http://www.umi.com/hp/Support/DServices/copyright/Part5.html). You may also visit the U.S. Copyright website at [www.copyright.gov](http://www.copyright.gov), or call (202) 707-3000.

**Ellipses** (See Turabian 25.3.2)

- An ellipsis is a series of periods used to mark an omission of words, phrases, or paragraphs in quoted material.
- If you omit material between sentences but quote the sentence preceding the omission in full, put the terminal punctuation mark immediately after that sentence; then leave a space between the ending punctuation mark and the ellipsis dots:
  
  “When a nation is wrong, it should say so and apologize. . . . It should also take steps to change the situation.”
• If the omission includes the end of the preceding sentence, put a space instead of a punctuation mark immediately following that sentence. After the space, use four spaced ellipsis dots to represent the omission:
  “When a nation is wrong, it should say so . . . . It should also take steps to change the situation.”

**Emphasis Added**  (See Turabian 25.3.1)
• If you italicize for emphasis words that are not italicized in an original quote or your text, you must indicate the change with *emphasis added*.
  - Within the text, add notation in square brackets [ ] immediately after italicized words:
    According to Schulz, “By the end of 2010, every democracy [emphasis added] will face the challenge of nuclear terrorism.”
• If you add italics at two or more points in a quotation or text, use the [emphasis added] after the last point.

**First Pages (Table of Contents, Chapters, Bibliography)**
• The format of the first page of the Table of Contents is different than subsequent pages in a section
  - Top margin: 2”; (1.4” on subsequent pages)
  - Page number: centered 0.75” from bottom; (1” from top and right margins on subsequent pages)

**Fonts**
• The accepted font type for the paper is Times New Roman.
• The font size is a standard 12 for both text and footnotes.
• Use the same font type and size for the entirety of the text.
• Bold print is not acceptable for any portion of the document.
• Use italics or underline only when Turabian gives the option.

**Fonts, Greek and Hebrew** (and other biblical era languages)
• If Greek or Hebrew (or other) text is used, avoid bold type of font. If the font looks bold (even if not selected as bold), it must be approved by your reader before use.
• The citations of Greek or Hebrew (or other language) texts are put in block quotations.
• Hebrew text is right justified
• If the Applied Research Project is to be printed at a commercial site, include both the document and the font on your flash drive.
  - To download font from your computer:
    - Go to Control Panel (Click Start on lower left corner of screen)
    - Open font folder.
    - Select and copy (Ctrl + C) the Greek and/or Hebrew font used and paste it (Ctrl + V) to the flash drive.
To space the Hebrew text properly in your paper, conform to the following guidelines.

- Select Text, then click on Format, Paragraph.
- Under Line Spacing select Exactly and type 24 into the pt box.
- Block Quotes (eight or more lines of text) should be spaced at exactly 12 pts.
- Double Space = 24 pts; Single Space = 12 pts.

Free Hebrew and Greek fonts are available at [www.learnbiblicalgreek.com/free_fonts](http://www.learnbiblicalgreek.com/free_fonts)

### Footnotes

- Text and footnotes are separated with a two-inch unbroken line (made automatically by word processor), beginning at the left margin.
  - Footnotes are to be typed immediately below the separation line.
  - Footnote separators that extend across the page are not acceptable.
- The first line of each footnote should have same indentation as the paragraph indentations in your text (one-half inch).
- No space should appear between the footnote number and the footnote itself.
- Footnotes must be in 12-point font.
- Footnotes must be single-spaced when more than one line in length; the second line is left justified.
- Double-space between footnotes.
- Number Footnotes sequentially throughout each chapter, but not throughout the entire work. Footnote numbering must begin at 1 again at the beginning of each new chapter.
- Do not repeat the full citation of a source if it was used previously.
  - For example, when referring to a source that has already been cited in full, give only the name of the author and the page number.
  - Include title if there are more works by the same author.
- **Latin abbreviations are not acceptable** (e.g., *Ibid.*, *op cit.*).
- **Endnotes and parenthetical references (as used in MLA or APA style) are not acceptable.**
- To transfer footnote information to the bibliography, within each of the chapters:
  - Go to View, switch to Draft.
  - In MS Word 2007, go to Reference tab; in Footnotes group, Show Notes. (In Word 2003, click Insert, Show Notes.)
  - Select all (Ctrl+A) then Copy (Ctrl+C)
  - Open Bibliography (should be separate document) and Paste (Ctrl+V)
  - Arrange and format accordingly.

### Foreign Language Terms/Transliteration

- Italicize transliterations and isolated words and phrases in foreign languages likely to be unfamiliar to readers of English.
  
  “The terms *parabolē* in Greek and *mashal* in Hebrew require some qualification.”
If you define a foreign term, put the definition in parenthesis or quotation marks following the term in the text. In Biblical criticism, *Sitz im Leben* is a German phrase roughly translating to "setting in life."

**Front Pages (or Front Matter)**
- The front pages of the document are counted but are *not* numbered.
- Begin inserting numbers in the Preface (if used) or Acknowledgements, using lower-case roman numerals, centered .75” from bottom of page.
- Front pages include the following *in the order given*:
  - Blank sheet (fly page) for protection during binding
  - Title page (begin counting front matter)
  - Disclaimer page
  - Approval sheet
  - Abstract
  - Copyright
  - Dedication (if used)
  - Preface (if used)
  - Acknowledgments
  - Table of Contents
  - List of Tables (if used)
  - List of Figures (if used)

**Greek and Hebrew Citations**
- **Greek**:
  - Block quotes need to begin one-half inch from left margin, double-spaced after text.
  - The English translation of the text also begins one-half inch from left margin, double-spaced after citation of Greek text.
  - At the end of the translation, double space been the translation and the start of the remainder of the main body of text.
  - Both the Greek text block quote and the English translation are single spaced.
- **Hebrew**:
  - For block quotes, use same format as for Greek (above), only use right justification for Hebrew text.
  - To space lines with Hebrew text properly:
    - Select text
    - Click on Paragraph tool bar
    - Under Line Spacing, select Exactly and type 24 into the pt. box
      - (Double space = 24 pts.)
      - (Single space = 12 pts.)
  - Block quotes should be spaced at exactly 12 pts.
Headings and Subheadings

- Think of your headings as the outline of your Applied Research Project.
- Subheadings must have the exact same wording in both the Table of Contents and the text of the document.
- If the subheading text itself extends two lines, single-space the subheading.
- Leave 3 single spaces between end of a paragraph and heading/subheading.
- Leave a normal double-space between a subhead and its text.
- If two headings are placed together (e.g., first level, then a second level), double space between them.
- All headings use the same font as the Applied Research Project.
- Do not type a heading near the bottom of a page unless there is a room for at least two lines of text following the heading (see Widows and Orphans, p. 35). Instead, simply leave a little extra space on that page and begin the heading on the next page.
- *Neither bold nor italics is acceptable for headings.*
- Subheadings can consist of up to *five levels*, although not all five need to be used unless they are applicable to the organization of the text.

  
  **Level 1 - Centered and Underlined**

  **Level 2 – Centered and Not Underlined**

  **Level 3 – Justified Left and Underlined**

  **Level 4 – Justified Left and Not Underlined**

  **Level 5 begins a paragraph.** It is underlined and has a period at the end. The text then continues as normal.

Hebrew Citations (see Greek and Hebrew Citations above)

Hyphens and Dashes

- A hyphen is a single line between two words made with one stroke of the hyphen key (e.g.: Tulsa is a fast-growing city).
  - Avoid using hyphenation in your document, unless there is excessive space at the end of the line.
  - Do not hyphenate capitalized words or between pages.
- A dash is made with two conjoined hyphens (e.g.: Research reading—beyond the early exploratory reading—takes time.). Do not leave spaces before or after hyphens or dashes.

Inclusive Language

Whenever possible, avoid gender-specific language when referring to human parties (use “people” rather than “men”). With regard to God, use masculine pronouns and capitalize them.
Indention
The first line of the paragraph begins one-half inch from the left margin. The whole of a block quotation is indented (not tabbed) one-half inch from the left margin.

IRB Approval Form
The IRB Approval Form is included immediately before the Vita and is not paginated.

Italics
- **Book Titles**
  - Italicize book titles in bibliographic and footnote entries/citations.
  - Italicize book titles in running text.
    - *The Mishnah* and *The Jewish Encyclopedia* were crucial in my research findings.
- **Emphasis Added** (See Turabian 25.3.1)
  - If you italicize for emphasis words that are not italicized in an original quote or your text, you must indicate the change with *emphasis added*.
  - Within the text, add notation in square brackets `[ ]` immediately after italicized words:
    - According to Schulz, “By the end of 2010, *every democracy* [emphasis added] will face the challenge of nuclear terrorism.”
  - If you add italics at two or more points in a quotation or text, use the `[emphasis added]` after the last point.
- **Foreign Language Terms/Transliteration**
  - Italicize transliterations and isolated words and phrases in foreign languages likely to be unfamiliar to readers of English.
    - “The terms *parabolē* in Greek and *mashal* in Hebrew require some qualification.”
  - If you define a foreign term, put the definition in parenthesis or quotation marks following the term in the text.
    - In Biblical criticism, *Sitz im Leben* is a German phrase roughly translating to "setting in life."

Justification
Left justification is the standard for the ARP. Right justification is not acceptable in any area of the document. The only exception is with Hebrew block quotations, which are right justified.

Length of Applied Research Project
- Between 125 and 250 pages, with a maximum of 350 (including appendix).
- You may not use an appendix to exceed the maximum length of the body of the ARP

Line Spacing
Text is to be *double spaced*. Single spacing is allowed in certain limited cases: block quotations, headings, table titles, figure caption, tables, and appendices. It is also permitted within items in the list of tables, list of figures, bibliography, and footnotes.
Margins
The margins should be set as follows:
- Left: 1.5"
- Top: 2” (for first page of Chapters, Bibliography, Table of Contents)
- Top (for following pages): 1.4”
- Bottom and right: 1”

Pagination (Page Numbers)
Every page in the document, including those with tables and figures, must be counted.
- Front Matter:
  - Although the front pages of the document are counted, they are not numbered
  - Begin inserting numbers in the Preface (if used) or Acknowledgments.
  - Use lower-case roman numerals (i, ii, iii) centered .75” from bottom of page.
- Body of Applied Research Project:
  - Pagination should be continued from chapter to chapter.
  - Use Arabic numbers (1, 2, 3) of same size and font type as the main text.
  - The page number on the first page of each chapter is centered 0.75” from bottom of page.
  - Following page numbers are 1 inch from the top and right edge of page.
- Back Matter
  - Bibliography
    - Continue numbering from main text
    - Page number on first page is centered 0.75” from bottom.
    - Following page numbers are 1 inch from top and right edge of page.
  - The Vita is the last page and does not have a page number; it is counted in the total number of pages for the ARP.

Paper
- The final copy of the document must be submitted on uniform 100 percent cotton content (at least 20-pound), white paper.
- The paper should have a watermark indicating the cotton content. (Paper with the College of Theology and Ministry watermark logo is available in the ORU Document Preparation Services Center; however, this paper is not required.)
- Copies must be made so that you can read the watermark on the paper.

Paragraphs
- Paragraphs should be indented one-half inch.
- A paragraph must have at least three sentences.
- Avoid “and orphans.” See the “Widows and Orphans” section on page 35 of this manual.
Plagiarism

- Plagiarism is defined as copying someone else’s ideas, words, or sentence structure and submitting them as one’s own.
- Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others’ materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU’s Honor Code: “I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments.”
- Other forms of academic dishonesty include (but are not limited to) the following:
  - Submitting another’s work as one’s own or colluding with someone else and submitting that work as though it were his or hers;
  - Failing to cite sources used in a paper;
  - Receiving or giving unauthorized help on assignments.
- By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means.
- Penalties for any of the above infractions may result in disciplinary action including failing the assignment, failing the course or expulsion from the University, as determined by Graduate School of Theology and Ministry and University guidelines.

Print Quality

- Only sharp laser quality print with uniform blackness is accepted.
- Print single-sided only.
- You may print one copy on normal paper and copy it on 100 percent cotton paper using a high quality copy machine.
- If a laser printer is not available, transfer the document onto a disc for printing at another location, such as Kinko’s or the ORU Document Preparation Services. A .pdf copy may also be submitted for printing purposes.
- Warning: when using another computer and printer, formatting is frequently changed; for example, the last line on a page may shift to the next page, or tabulations may change.
- Save your document as a PDF file so that no formatting will be changed during printing.

Quotation Marks

- The period ending the quotation should be placed before the quotation mark (‘‘”).
- If quoted material ends in a semicolon or colon in the original, the punctuation can be changed to a comma or period to fit with the structure of your sentence.
- Use ‘” or ‘”! if the punctuation refers to the entire sentence of which quotation is part.
- Use ‘” or ‘!” if the punctuation is a part of the quoted material.
Quotations

- All quotations are to be introduced:
  
  *While most scholars accept this theory, Dr. John Jones denies its viability.*
  
  *“There is no evidence whatsoever to support this,” he argues.*

- Use the full-name of an author when he/she is mentioned for the first-time. Subsequent references to an author can refer to last name only.

- When referring to the stated views of present or past writers, use the present tense (see Vyhmeister, p. 119).

- Suggested verbs that can be used to introduce quotations:
  
  accepts  asks  denies  mentions  proposes  stipulates
  adds  believes  describes  objects  recalls  submits
  admits  combats  discusses  opposes  recommends  suggests
  affirms  confirms  expresses  points out  reports  thinks
  agrees  declares  indicates  points to  reveals  verifies
  argues  defends  labels  portrays  states  writes

Quotations, Block

- Block quotations *must be five or more lines of text in length*; Greek and Hebrew citations are the exception.

- Must be single spaced, and indented one-half inch from left margin only

- No quotation marks at the beginning or end.

- If the block quotation itself is a complete paragraph in the original source, the first line of the block quotation is tabbed an additional one-half inch.

- Quotations should be typed exactly as in the original, including wording, spelling, capitalization, and punctuation. If a word is misspelled in the quote, place [*sic*] immediately after the misspelled word. This designates that the incorrect spelling appears in the original.

- **Note:** Hebrew and Greek passages are always put in block quotes, whatever the length (see examples). For further information see Turabian 25.2.2.

Scripture Citations (also see Bible Versions and Bible Abbreviations above)

- “Bible” should always be capitalized.

- The following Bible versions are suggested for the ARP: NLT, NKJV, KJV, NRSV, RSV, NIV, and NASB. *(See Abbreviations, English Bible)*

- Footnote the first Scripture citation with a statement indicating which translation will be used for quotations, along with the publisher’s information. Example:

  20Unless otherwise indicated all Bible references in this paper are to the New American Standard Bible (NASB) (La Habra, CA: The Lockman Foundation, 1973).
• If a quotation from an additional version appears in the paper, indicate this with the abbreviation for that version following the citation: e.g., (Rom 1:17, NIV).

• All Scriptural citations should appear in the body of the paper and not in footnotes.

• Do not use excessive wording when referring to Scripture. For example, do not write, “chapter fourteen verses 3 through 6.” Simply write “14:3-6.”

• Multiple citations within the same chapter are separated by commas (e.g., Rev 3:6, 11, 13), but semicolons separate citations from different chapters and books (e.g., 2 Thess 2:1; 3:4; Rev 3:16).

• When chapters or verses are cited separately (whether in the text or in parentheses), use ch./chs. and v./vv. (e.g., ch. 3; chs. 1, 3; v. 1; vv. 4-9).

• Abbreviate book names in footnotes or within parentheses; however, spell out book names in the text. (See Abbreviations, Bible Books)

• Spell out the numbers for numbered books of the Bible when a sentence begins with a book name (e.g., Second Timothy). Use Arabic numerals for the numbers of numbered books of the Bible when the book name is in running text (e.g., 2 Timothy).

Spacing After Punctuation

• There is to be one space after all punctuation marks ending each sentence.

• Do not leave a space after colons when used in Scripture references (1 Cor 1:2), between hours and minutes (5:20 P.M.), or between volume and page numbers (2:123-142).

• Do not leave a space after periods in abbreviations such as i.e., e.g., A.D., B.C., Ph.D., A.M., P.M.

• Double space after periods in footnotes and bibliographies, but single space after periods of the initials of personal names, e.g., J. H. Ropes.

Tabs

Default tab should be set at 0.5 inch.

Table of Contents

• The Table of Contents is essentially a topical outline of the work, compiled by listing the headings in the ARP.

• All headings must be included in the Table of Contents and must match the headings in the text word-for-word.

• The page numbers must be aligned exactly on the right.

• Although the Title, Disclaimer, Approval, Abstract, and Copyright pages are counted, they are not actually numbered or included in the Table of Contents.
• The Vita is not included in the Table of Contents.
• When aligning the Table numbers, tap the space bar once to indent the single digit numbers. In doing so, the periods will align properly for both single and double digit numbers.
• Important note: For proper alignment of Table of Contents headings, make sure to follow the setup instructions carefully on the “Table of Contents: Chapter Headings, Subheadings, & Hanging Indents Setup.”
• Setup is similar to setting up the Chapter Headings under the Table of Contents: Chapter Headings, Subheadings, Hanging Indents Setup page.
  a. Exception: in step 6 in the left box select 0.0.”
  b. Make sure to set up dot leaders before typing text.

Tables/Figures
• Decimal Numbering: “If you have only a few tables, number them consecutively throughout the paper, even across chapters. If you have many tables and many chapters, use double numeration: that is, the chapter number, followed by a period, followed by the table number, as in Table 12.4.” Turabian 7th edition, page 364, number 26.2.2.
• Placement of a table: “A table or figure should follow as closely as possible the paragraph in which you first mention it. If the table or figure does not fit on the rest of the page but is smaller than a full page, continue the text to complete the page and place the table or figure at the top of the next page.” Turabian 7th edition, page 360, number 26.1.1.
• Placement of two tables together without any text: “You may group smaller tables or figures on a page, as long as they are clearly distinct from one another. Grouped tables generally retain their own titles (see 26.2.2).” Turabian, page 360, number 26.1.1.
• The number and title for a table is to be placed on the line above the table, left justified, and capitalized.
• The number and title for a figure is to be placed at the bottom of the figure, left justified, and capitalized (See Turabian 7th ed., pg. 370, 26.3.2)
• All figures must have narration to introduce or conclude the figure. The narration (explanation) for a figure comes after the presentation of the figure.
• Turabian has a comprehensive list and approach to tables and figures in Chapter 8 (pages 82-97). Please consult this material for further instructions.

Title page
• Begin counting front matter
• 2” top margin
• Type the title of the work using capital letters throughout.
• If title occupies more than one line, double space between lines.
• Be sure the title is in the shape of an inverted triangle (if more than one line)
• Use transliteration for Greek or Hebrew words if used in the title.
- Designate correctly the degree you will be receiving, Doctor of Ministry.
- On the date line, indicate the month and year of the degree conferral (not the date of the defense or the date the ARP was submitted).
- Line 1: Title (or first line of title)
- Line 12: “By”
- Line 35: Either “CHURCH MINISTRY LEADERSHIP” or “PASTORAL CARE AND COUNSELING”
- Line 39: “GRADUATE SCHOOL OF THEOLOGY AND MINISTRY”
- See example of title page in “Example Pages” section of this manual.

Vita
- The Vita is a brief biographical sketch of the writer which should include the date and place of birth, name of parents, schools and colleges attended, degrees awarded, publications and experience in teaching, business, industry, and military service, and permanent address.
- It comes after the Bibliography; neither the IRB nor the Vita has a page number.

Widows and Orphans
- Subheading at bottom of page without at least two lines of text beneath to support it, or
- Only one line of text at top of page
  a. An “orphan” is a heading or the first line of a paragraph that remains as the last line on a page.
  b. A “widow” is the last line of a paragraph alone at the top of the next page.
   Neither is acceptable and can be prevented by following the guidelines in this manual.

To set the “Widow and Orphan Control” to automatically prevent this from happening, click on “Paragraph” and then “Line and Page Breaks” and check the “Widow/Orphan control” box.
APA STYLE FOR PCC STUDENTS

Why is APA Style Needed?
The APA Style is used for the Pastoral Care and Counseling Concentration. As with other editorial styles, APA Style consists of rules or guidelines that a publisher observes to ensure clear and consistent presentation of written material. It concerns uniform use of such elements as:

- selection of headings, tone, and length;
- punctuation and abbreviations;
- presentation of numbers and statistics;
- construction of tables and figures,
- citation of references; and
- many other elements that are a part of a manuscript.

APA Style rules and guidelines are found in the sixth edition of the Publication Manual of the American Psychological Association.

Style helps to:

- express the key elements of quantitative results,
- choose the graphic form that will best suit our analyses,
- report critical details of our research protocol, and
- describe individuals with accuracy and respect.

When we use an editorial style, we remove the distraction of puzzling over the correct punctuation for a reference or the proper form for numbers in text. Those elements are codified in the rules we follow for clear communication, allowing us to focus our intellectual energy on the substance of our research (Foreword, Publication Manual of the American Psychological Association, 6th ed., p. xiii).

APA FORM AND STYLE AND REQUIREMENTS (PCC)

Please Note these Exceptions: The Graduate School of Theology and Ministry has determined that no running head is required. Also, margins for the ARP project for both CML and PCC students will follow the same:

Font: Times New Roman, 12 pt. font

Margins: 2” Top Margin first page of chapters and Bibliography (CML) or References (PCC); 1.4” on subsequent pages
1.5” left margin and 1” right and bottom margins throughout
Exceptions are the Disclaimer page, TM 4”, and the Appendix cover page, TM 5”

Page Number Placement: Front matter, first page of a chapter or the Bibliography/References set at bottom center at .75”
Subsequent pages: Top right at 1”
APA FORM AND STYLE HELPS

How can you check the agreement of subjects and verbs?
A verb must agree in number (i.e., singular or plural) with its subject, regardless of intervening phrases that begin with such words as together, with, including, plus, and as well as.

- Incorrect:
The percentage of correct responses as well as the speed of the responses increase with practice.
- Correct:
The percentage of correct responses as well as the speed of the responses increases with practice.

Consult a dictionary (APA prefers Merriam-Webster’s Collegiate Dictionary, 2005) when in doubt about the plural form of nouns of foreign origin.

How do I express numbers in APA format?
According to the Publication Manual, use words to express any number that begins a sentence, title, or text heading. Whenever possible, reword the sentence to avoid beginning with a number.
Examples:
- Ten participants answered the questionnaire.
- Forty-eight percent of the sample showed an increase; 2% showed no change.
- common fractions:

Examples:
- one fifth of the class
- two-thirds majority
- universally accepted usage

Examples:
- the Twelve Apostles
- Five Pillars of Islam

When is it appropriate to use abbreviations?
To maximize clarity, APA prefers that authors use abbreviations sparingly. Although abbreviations are sometimes useful for long, technical terms in scientific writing, communication is usually garbled rather than clarified if, for example, an abbreviation is unfamiliar to the reader.

Some abbreviations may not be in the dictionary but appear frequently in the journal for which you are writing. Although probably well understood by many readers, these abbreviations should still be explained when first used.

Examples:
- Minnesota Multiphasic Personality Inventory (MMPI)
- conditional stimulus (CS)
- intertrial interval (ITI)
- consonant–vowel–consonant (CVC)
- short-term memory (STM)
- reaction time (RT)

Do not use the abbreviations S, E, or O for subject, experimenter, and observer.
APA Style does permit the use of abbreviations that appear as word entries (i.e., that are not labeled abbr) in Webster's Collegiate Dictionary. Such abbreviations do not need explanation in text.

Examples:
- IQ
- REM
- ESP
- AIDS
- HIV
- NADP
- ACTH

39
APA Citation Basics

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, e.g., (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

NOTE: APA style requires authors to use the past tense or present perfect tense when using signal phrases to describe earlier research. E.g., Jones (1998) found or Jones (1998) has found...

If you are referring to an idea from another work but NOT directly quoting the material or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication in your in-text reference.

Order the citations of two or more works by different authors within the same parentheses alphabetically in the same order in which they appear in the reference list (including citations that would otherwise shorten to et al.). Separate the citations with semicolons.

Example:
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.

Several studies (Miller, 1999; Shafranske & Mahoney, 1998)

Example:
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 reference list, where these kinds of references are ordered alphabetically by title (of the article, chapter, or complete work).

Past research (Gogel, 1990, 2006, in press)

Several studies (Derryberry & Reed, 2005a, 2005b, in press-a; Rothbart, 2003a, 2003b)

Exception: You may separate a major citation from other citations within parentheses by inserting a phrase such as see also, before the first of the remaining citations, which should be in alphabetical order.

Example:
(Minor, 2001; see also Adams, 1999; Storan, 2007)
How do you cite the Bible or other classic works?
Reference list entries are not required when you cite ancient Greek and Roman works or classical religious works. However, in the first text citation, indicate the version of the classic work you used.

Examples of how to cite classical works can be found in the APA Style blog.

Short Quotations
If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.
She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

Long Quotations
Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)
Summary or Paraphrase
If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

According to Jones (1998), APA style is a difficult citation format for first-time learners.

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

APA style has a series of important rules on using author names as part of the author-date system. There are additional rules for citing indirect sources, electronic sources, and sources without page numbers.

Citing an Author or Authors

A Work by Two Authors: Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses.
Research by Wegener and Petty (1994) supports...
(Wegener & Petty, 1994)

A Work by Three to Five Authors: List all the authors in the signal phrase or in parentheses the first time you cite the source.

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)
In subsequent citations, only use the first author's last name followed by "et al."
the signal phrase or in parentheses.

(Kernis et al., 1993)
In et al., et should not be followed by a period.

Six or More Authors: Use the first author's name followed by et al. in the signal phrase or in parentheses.

Harris et al. (2001) argued...

(Harris et al., 2001)
**Unknown Author:** If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized or underlined; titles of articles and chapters are in quotation marks.

A similar study was done of students learning to format research papers (“Using APA,” 2001).

**Note:** In the rare case, the “Anonymous” is used for the author; treat it as the author's name (Anonymous, 2001). In the reference list, use the name Anonymous as the author.

**Organization as an Author:** If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

According to the American Psychological Association (2000).

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

First citation: (Mothers Against Drunk Driving [MADD], 2000)

Second citation: (MADD, 2000)

**Two or More Works in the Same Parentheses:** When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.

(Berndt, 2002; Harlow, 1983)

**Authors With the Same Last Name:** To prevent confusion, use first initials with the last names.

(E. Johnson, 2001; L. Johnson, 1998)

**Two or More Works by the Same Author in the Same Year:** If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Research by Berndt (1981a) illustrated that...
Introductions, Prefaces, Forewords, and Afterwards: When citing an Introduction, Preface, Foreword, or Afterward in-text, cite the appropriate author and year as usual.

(Funk & Kolln, 1992)

Personal Communication: For interviews, letters, e-mails, and other person-to-person communication, cite the communicators name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.


A. P. Smith also claimed that many of her students had difficulties with APA style

(personal communication, November 3, 2002).

Citing Indirect Sources
If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

Johnson argued that...(as cited in Smith, 2003, p. 102).

Note: When citing material in parentheses, set off the citation with a comma, as above.

Citing Electronic Sources
If possible, cite an electronic document the same as any other document by using the author-date style.

Kenneth (2000) explained...

Unknown Author and Unknown Date: If no author or date is given, use the title in your signal phrase or the first word or two of the title in the parentheses and use the abbreviation “n.d.” (for “no date”).

Another study of students and research decisions discovered that students succeeded with tutoring (“Tutoring and APA,” n.d.).
Sources Without Page Numbers: When an electronic source lacks page numbers, you should try to include information that will help readers find the passage being cited. When an electronic document has numbered paragraphs, use the ¶ symbol, or the abbreviation "para." followed by the paragraph number

(Hall, 2001, ¶ 5) or (Hall, 2001, para. 5).

If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under that heading. Note that in some electronic sources, like Web pages, people can use the Find function in their browser to locate any passages you cite.

According to Smith (1997), ... (Mind over Matter section, para. 6).

Note: Never use the page numbers of Web pages you print out; different computers print Web pages with different pagination.


REFERENCES PAGE

How do you format a bibliography in APA Style?

APA Style calls for a list of References instead of a bibliography. The requirements for a References list are that all references cited in the text of a paper must be listed alphabetically by first author's last name. All references listed in the References pages must be cited within the text (and all references cited in the text must be in the References pages).

The Reference list is double-spaced, the first line is typed flush with the left margin, and any additional lines are indented as a group .5 inch to the right of the left margin (this is called a hanging indent).

For example:

Book

Book by Two or More Authors


E-Books or Kindle Book

Author, A. A. (Year). *Title of book* [E-reader version, if applicable]. doi:xxxxx


Email
McBrien, Richard (rmcbrien@nd.edu). (2004, February 16). Reply to Query Regarding Catherine LaCugna. E-mail to Sally Shelton (sshelton@oru.edu).

Interviews

Journals/Magazines
Newspapers


Websites


Digital Object Identifier (DOI)

A digital object identifier (DOI) is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet. The publisher assigns a DOI when your article is published and made available electronically.

All DOI numbers begin with a 10 and contain a prefix and a suffix separated by a slash. The prefix is a unique number of four or more digits assigned to organizations; the suffix is assigned by the publisher and was designed to be flexible with publisher identification standards.

We recommend that when DOIs are available, you include them for both print and electronic sources. The DOI is typically located on the first page of the electronic journal article, near the copyright notice. The DOI can also be found on the database landing page for the article. If the DOW is not available, use the home page URL.

For more on DOIs, see Electronic Sources and Locator Information (PDF) and the DOI category of the APA Style Blog.
BIBLIOGRAPHIC EXAMPLES

Learn as much by writing as by reading.
—Lord Acton
FOOTNOTE AND BIBLIOGRAPHIC EXAMPLES FOR CML STUDENTS

Turabian style is required for the bibliography and footnotes. Refer to Turabian chapters 16-17 for the general samples of style. This manual deals with the bibliographical entries that are not clear in Turabian or are not mentioned there. Use the standard 12-point font for footnotes and bibliography. Note: In the examples below, the first entry is for a footnote; the second for a bibliography.

Multivolume Works

1. One author, several volumes:


2. One author, several volumes, translated:


3. One author, different title of each volume:


1When referencing a specific publisher you must refer to the publisher exactly the same way in all notes and bibliographic entries.
4. **Independent Titles and Different Authors for Each Volume:**


5. **Multiple authors with the same name (Jr., Sr., III)**


**BIBLE COMMENTARIES** (In Bibliography, list under Books)

1. **Author given, no volume number:**


2. **Author and volume number given:**


3. **Several volumes by the same author:**


4. Commentary as a part of the volume in a multivolume set:


5. Editor or Compiler as “Author”:


ARTICLES IN THEOLOGICAL DICTIONARIES AND ENCYCLOPEDIAS

- In Bibliography, list under Books.
- In the footnote, indicate the page(s) of the particular reference cited.
- In the bibliographic entry, list the entire pagination of the article.
- A separate full entry is needed for each individual article from any one book.

1. Signed article:


2. Unsigned articles:

Dictionary/Encyclopedia articles without separate authors for each article:


3. Concordances: NOTE: List bibliographic entries for each individual word


4. Lexicons: NOTE: List bibliographic entries for each individual word


PERIODICALS

- In the footnote, indicate the page(s) of the particular reference cited.
- In the bibliographic entry, list the entire pagination of the article.

1. **Magazines:**


2. **Journals with successive pagination throughout the different issues:**


3. **Journals with separate pagination for each issue:**


ANCIENT WRITERS


   24 Irenaeus, *Against Heresies* 5.5.1 (ANF 1:530).


27 *The Clementine Homilies* 1.3 (ANF 8:223).


2. **Classical authors:**


3. **Rabbinical or Jewish writings:**


32 Mishnah Sanhedrin 10:2.


34 B. Talmud Sanhedrin 97a.


36 Song of Songs Rabbah 7.7.1 (Midrash Rabbah 9:289).


37 Tosefta Kiddushin 1:12.

ELECTRONIC DOCUMENTS

1. **Important Note:** Electronic/online references should be verifiable, academic sources. If a website’s reliability is in question, students need to consult their ARP reader for approval.
   - Web entries are to be no more than 1/3 of the total bibliographic sources.
   - While the web provides numerous sites and is easily accessible, it is best to use it as a secondary source of information rather than the primary (see chapter 3 in Vyhmeister for further guidance on web sources).
   - **Place in the following bibliographic categories:**
     - Database entries should be placed under Periodicals.
     - E-Books should be placed under Books.
     - CD-Rom references put with applicable section, e.g., Periodicals, Books, etc.
     - Pure Web-Entries could be placed under Other Sources
     - Other web entries should be placed under appropriate category heading.
       - **Important:** With sites containing web addresses, the first date in the footnote and bibliographic entries should refer to the creation, revision, or last update of the article/information being cited.
       - The second date in the footnote and bibliographic entries refers to the day the site was accessed. In a professional site, the name in italics that precedes the article date is the name of the web site.

2. **Journal article from a database:**


3. Reference article from a database:


4. Journal article from online journal (ejournal):


5. Article in an electronic magazine (ezine):


6. Online book:


7. E-Books:


8. **Kindle Book:**


9. **Book and Journals in print now on the Internet:**


10. **CD-ROM reference with a corresponding print edition:**


11. **Personal Website:**


12. **Professional Website:**


12. **E-Mail:**

Richard McBrien (rmcbrien@nd.edu), Reply to Query Regarding Catherine LaCugna, e-mail to Sally Shelton (sshelton@oru.edu) (16 February 2004).

McBrien, Richard (rmcbrien@nd.edu). Reply to Query Regarding Catherine LaCugna. E-mail to Sally Shelton (sshelton@oru.edu) (16 February 2004).

**MISCELLANEOUS**

1. **Article in a Book:**


2. **Secondary source of quotation:** (The “4, n. 16” in the reference below refers to page 4, “note” 16 in that source) (See other example under *Journal Article from a Database*, page 43.)


3. Class papers:


4. Class Notes (Lectures):


5. Class Handout Composed by professor:


6. Reprint:


7. Component part by one author in a work edited by another:


8. **Footnote with multiple entries:**


9. **Archived Sources:**


10. **Interview:**

61Choo Lak Yeow, Executive Director of the Association for Theological Education in Southeast Asia, interview by author, Singapore, 15 July 1985.

Yeow, Choo Lak, Executive Director of Association for Theological Education in Southeast Asia. Interview by author. Singapore. 15 July 1985.

11. **Newspapers:**


13. **Subsequent Reference Examples (for footnotes only):**

- If more than one citation to a particular source appears in the work, subsequent references to that source need only to be noted in a shortened form. This applies to most all referenced materials.
- The shortened citation usually contains the **author’s last name** (unless others have the same name) and **page number**.

61
• If different works are cited that were written by the same author, the title of the work must also be included.
• The order then would be the author’s last name, title, and page number.
• Works with no author need to only list the title and page number.
• Make sure when citing books, the title is always italicized.
• When referencing the title of an article or similar type of reference, place the name of the title in “quotes.”

BOOKS

1. Only One Book Cited by Author:
   64Bloesch, 12.

2. One Book by More Than One Author:
   65Fee and Stuart, 33.

3. Two Works by the Same Author:
   66Bloesch, The Evangelical Renaissance, 12.
   67Bloesch, The Invaded Church, 56.

JOURNALS/MAGAZINES

1. One Article Cited by Author:
   68Moore, 79.

2. One Article by More Than One Author:
   69Uzzi and Spiro, 2.

3. Two Works by the Same Author with Successive Pagination:
   70Mercadante, “Are We All Immigrants?,” 3-4.
   71Mercadante, “Winners or Whiners?,” 16.

For journals, magazines, articles, etc., list the title of the article rather than the title of periodical it came from if the same author is cited for two different articles.
• Examples are transferable to most all other types of referenced materials.

• Note: If an example of a particular source cannot be found in this manual or in Turabian, consult your advisor or the form and style reader for assistance.

The above samples of style were adapted from Turabian ch. 17, Vyhmeister ch. 10, and SBL Handbook of Style ch. 7.
Research is formalized curiosity.  
It is poking and prying with a purpose.  
—Zora Neale Hurston
ACCESS TO ORU LIBRARY DATABASES

Many of ORU’s electronic resources are available via the Internet. Since your bibliography should include journal articles as well as books, you will find ORU’s databases very helpful in doing your research. Many databases store journal articles from thousands of journals and magazines either in full text or abstract form. Some databases contain the text of full length books. The use of ORU databases is restricted to ORU students and faculty.

When ORU Is Your Internet Provider:

To access the ORU Library databases, log onto the ORU network with your Novell user name and password. Then, go to the ORU Library Web Page (www.oru.edu/university/library). Select a resource such as the library catalog, the journal list, or another electronic resource, and begin searching.

Via Another Internet Provider:

Go to the ORU Library Web Page (www.oru.edu/university/library). Click on "Off-Campus Access" in the listing in the top section of the right frame. A login page will pop up.

Fill in your email user name. Your user name is usually the same as your ORU student e-mail address less the @oru.edu. For example, if your e-mail address is gil26456@oru.edu, then your user name is gil26456. If you have forgotten your ORU e-mail address, go to https://vision.oru.edu and key in your student ID number and password as instructed. Once in Vision, click on "Personal Information," then click "View E-mail Addresses."

Fill in your email password. If you need help with your password, contact the Student IT Help Desk at (918) 495-6321, or email iservices@oru.edu.

After you have filled out your user name and password, the ORU library web page will open again. (When you log on successfully, the "Off Campus Access" link is gone.) You are now ready to select the library catalog, the Journals List, the Database List, or Central Search and begin searching.
JOURNAL SEARCH USING DATABASES

Topical Search in Journals

You may use ORU’s databases to search through the theological journals for a particular subject, keyword, Scripture, name, etc. To start searching, open the library’s main page and click on Database List (you will find it in the left menu).

Once the Database List opens, scroll down the page to find EBSCOhost Databases (All). Click it. When the new page opens, click EBSCOhost Research Databases. Now, check the boxes beside the databases you want to search. Theological databases include ATLA Religion Database with ATLASerials, New Testament Abstracts, and Old Testament Abstracts. Others are also available. You may wish to check Academic Search Complete as it indexes a significant number of theological journals.

Once you have checked the desired databases, click Continue.

After the above window opens, you may begin your search. In the search box, type the subject or name that you desire to search. If desired, you may limit your search by selecting a particular field (e.g., title or author) or by using a limiter such as a range of dates.

ATLA Database Search

In the above search, four databases were selected, allowing you to search all four databases simultaneously. However, sometimes it is better to search within just one database (particularly ATLA, which is the largest theological database) because you can do specific kinds of searching such as Scripture searching which are not available when searching a combination of databases.
In order to search in the ATLA Database only, click the **Choose Databases** link above the search boxes. When the list of databases appears, select only **ATLA Religion Database with ATLASerials**. Along the blue tool bar at the top of the screen, you will see several options including **Publications, Scriptures, and Indexes**.

Select one to search. If you are interested in finding articles on a particular Bible passage, for example, click **Scriptures**. A new page will open with a list of passages. In the **Browse** box, enter the passage that you want to find. A list of references will open. Select one or more by putting a check mark in the boxes of the ones that pertain to your search. Click **Search**. A list of citations to journal articles and essays related to the selected passages will appear.

You may also do a search for a particular subject. To do this, click on the **Indexes** link on the blue tool bar. Then in the **Browse an index** box, select **Subjects All**. In **Browse for**, enter the subject that you want to find. Click **Browse**. A list of subjects will open. Select one or more that relates to your interest and click **Search**. A list of citations to journal articles related to the selected subject will appear.

**Search for a Particular Journal Article**

You may also search for a particular journal article using the ORU databases. For example, if while reading and researching, you find a reference to a particular journal article and you want to read the full article, use the type of search described here to find the desired resources: To start the search, go to the main page of the library, and click **Journals List** in the left-hand menu. In the search box, type the exact name of the journal that you want to find (for example, *Journal of Biblical Literature*). Click **Search**. A new page will open with a list of results.

On the results page displayed in the image on the right, there are two types of findings for the search for *Journal of Biblical Literature*: (1) the ORU Library Catalog and (2) three online databases, **ATLA Religion Database with ATLASerials, Academic Search Complete**,
and *Humanities International Complete*. (Be sure to note the date range beside each database. In this case the ATLA database has from 1943 to the present, whereas the other two have 1973 to the present.)

The ORU library catalog link leads you to the catalog entries of the journal holdings that are in paper, microfilm, and/or CD-ROM format. When you click the holdings link, the library catalog opens and takes you to two records related to *Journal of Biblical Literature*. The icons indicate the available formats: paper and microform.

In the *Journals List* example in the image at the top of the page, three databases are listed which contain articles from *Journal of Biblical Literature*. Click the name of a database that contains the date of the article that you are looking for (for example, *Academic Search Complete*). A new page with years of publication will open (see image to the right). Click the desired year, and then the desired volume and issue.
BOOK SEARCH USING THE LIBRARY CATALOG

You can search through the books and audiovisual materials available at the ORU library using the ORU online catalog. Go to the main library web page. In the left column, select ORU Library Catalogs, and then ORU Library Catalog. The page that opens is the library catalog.

Now you can begin your search. In the Search box, select your desired method of searching. For example, you can search the library's resources by title, author, subject, or call number, etc. Then, in the box to the right, enter a word or phrase appropriate to the index that you selected. Click Submit.
A new page will open with the results of your search (see image on the right). Click on a relevant result. A new page will open with a list of items available. Scroll through the list. When you find a title that looks appropriate, click it for more information. If you decide you want the book, write down the title, call number, and location in the library so you will know where to find it on the shelf.

**Note:** To go backwards and forwards in the results list, it is best to use Results List link provided in the catalog rather than the browser back button.

## CENTRAL SEARCH

The library has a powerful resource called **Central Search** that allows simultaneous searching of virtually all the library databases.

Databases that are specifically theological in nature are not the only ones that contain religious or biblical materials; many multidisciplinary databases (e.g. **Academic Search Complete**) do as well. To identify which databases may have material relevant to your particular topic, go to the library home page and click **Central Search**. Then click **Search by subject**, and then click the box beside the word **Theology**. Now, in one of the search boxes, key in a keyword or phrase, and click **Search**.
The results page will indicate the number of items found by each vendor (e.g., EBSCOhost). To see the results within individual databases, click the plus sign beside the name of each of the vendors.

Each of the databases that have results will have a number beside it. Click the name of the database to see the results in it. Begin scanning the results. When you find the title of a relevant item, click the title. You will be immediately taken to its record. If the full text of the item is available in that database, you will be able to click on a link to it. The full text is either in PDF or HTML format.
Another kind of resource that you may find useful in your research are theses, dissertations, and applied research projects. These are searchable in the library catalog or in the databases.

Library Catalog. To search the Library Catalog for a project or dissertation, go to the Advanced Search page (see instructions Book Search using Library Catalog) and select Subject from the arrow-down box. Then in the first search box, type Research Projects, Applied, then select or in the drop-down box, and then select Subject again, and type Dissertations, Academic. Click Submit. A new page will open showing the total number of projects and dissertations in the library (see image on the right). Scroll the search. They will include works from other academic institutions that are in the ORU library, in addition to projects and theses by ORU students.
WorldCatDissertations Database. In order to access the WorldCatDissertations database, on the main page of the library, click on Databases. The Databases by Title page will open. Click the last entry on the list, WorldCatDissertations. The WorldCatDissertations Advanced Search page will open (see the image on the left). To find information on a specific title, do a keyword search for the author’s last name and two or three keywords from the title.

To search for theses in a general subject area, click the Subjects icon on the far left of the gray tool bar (as seen on the image on the right). Type your topic of interest. Click Search. Then scan the list for titles of interest.

Note: For updated instructions on accessing ORU Library databases, please refer to instructional material provided during the ORU Library Orientation by Myra Bloom, and or additional instructional material provided by ORU Librarians.

REFERENCE RESOURCES

- Numerous reference resources in the ORU Library may be used for theological or Biblical research. Several of these are described below:

Bible Dictionaries and Bible Encyclopedias
- To find general history or background information on persons, places, customs, subjects etc., use Bible dictionaries and Bible encyclopedias.
  - LRC-R indicates that the item is shelved in the Reference area.
  - NetLibrary, Ebrary or Credo indicates that the item is an electronic book available online (search for the title in the library catalog and click the link).
  - Otherwise, items are available in the Main Collection. Examples:

- Biographical Dictionary of Christian Theologians - Ebrary
- Britannica Encyclopedia of World Religions - Ebrary
- Companion Encyclopedia of Theology - Ebrary
• **Critical Terms for Religious Studies** – Credo
• *Dictionary of the Bible* - BS440.H5 1988 LRC-R
• *Dictionary of Christian Biography* - BR1700.3.D53 2001 LRC-R
• *Dictionary of Early Christian Literature* - BR66.5.4813 2000 LRC-R
• *Dictionary of Ethics, Theology & Society* - ebrary (online); BJ63 D53 1996 LRC-R
• *Dictionary of Pastoral Care and Counseling* - BV4011.D43B 1990 LRC-R
• *Eerdmans Dictionary of the Bible* - BS440.E44 2000 LRC-R
• *Encyclopaedia Judaica* - DS102.8.E496B LRC-R (Look up your topic in the Index, vol. 1.) Also available online via the library Database List.
• *Evangelical Dictionary of Christian Education* - BV1461.E93 2001 LRC-R
• *Evangelical Dictionary of World Missions* - BV2040.E92 2000 LRC-R
• *Handbook of Contemporary Preaching* - BV4222.H35 1992
• *Holman Bible Dictionary* - BS440.H69 1991 LRC-R
• *International Standard Bible Encyclopaedia* - BS440.I6 1994 LRC-R
• *The Jewish Religion: A Companion* - NetLibrary
• *Macmillan Dictionary of the Bible* - Credo
• *New Bible Dictionary* - BS440.D734 1996 LRC-R
• *The New Encyclopedia of Judaism* – Credo
• *The Oxford Dictionary of the Bible* - BS440.B73 2004 LRC-R
• *Oxford Dictionary of World Religions* - BL31.O84 1997 LRC-R
• *Prime-Time Religion: An Encyclopedia of Religious Broadcasting* - Ebrary
• *Who’s Who in Christianity* - Credo
• *Who’s Who in the New Testament* - Credo
• *Who’s Who in the Old Testament* - Credo
• *World Religions* - BL31.W67 1998 LRC-R
Concordances
To find a particular Bible verse when you know a key word, use *concordances*. Call number section BS425. Examples:

- **The New Strong's Expanded Exhaustive Concordance of the Bible** - BS425.S8 2001 LRC-R
  Contains Hebrew and Greek dictionaries to help you find terms.
- **The NIV Exhaustive Concordance** - BS425.G62 LRC-R
  Contains Hebrew to English Index-Lexicon, Greek to English Index-Lexicon, and Index of Strong’s/Goodrick Kohlberger numbers.
- **BibleGateway.com** - available on the Internet. Allows searching of a number of English versions of the Bible as well as several other language translations.

Specialized Dictionaries, English
For in-depth research on a particular English word, see *specialized dictionaries*. Examples:

- **The Anchor Bible Dictionary** - BS440.A54 LRC-R
- **The Complete Biblical Library** (Harris) - BS2535.2.N474 LRC-R
- **Complete Word Study Dictionary** - PA881.Z63 LRC-R (Use the English index in the front of the book.)
- **Dictionary of New Testament Theology** (Brown) - BS2397.N48 LRC-R
- **Vine’s Expository Dictionary of Biblical Words** - BS537.E967 LRC-R

Commentaries
For in-depth research on a particular word, Bible verse, social and cultural milieu, etc., see *commentaries*. General call numbers section is BS490 through 491.5. Other commentaries are under call number according to the book of the Bible they discuss. Examples:

- **Collegeville Bible Commentary** - BS491.2.C66 1989 LRC-R
- **Eerdmans Commentary on the Bible** - BS491.3.E37 2003 LRC-R
- **The Expositor’s Bible Commentary** - BS491.2 .E96
- **HarperCollins Bible Commentary** - BS491.2.H37 2000 LRC-R
- **Harper's Bible Commentary** - BS491.2.N4 1988 LRC-R
- **New Bible Commentary** - BS491.2.N45 1994 LRC-R
- **The New Interpreter's Bible** - BS491.2 .N484 1994 LRC-R
Commentaries often come in series. Some are shelved together, while others are not. To find a commentary of a particular book of the Bible in a particular series, do an advanced keyword search in the library catalog for the series title and for the name of the book of the Bible as a keyword (e.g. “Title”: Berit Olam AND “Keyword”: Ruth ). Examples of series are:

- **Abingdon New Testament Commentaries** – LRC-R
- **Augsburg Commentary on the New Testament** – LRC-R
- The **Berit Olam** series on the Old Testament – BS1295.2 .H35 2000
- **International Critical Commentary** - BS491.I6 LRC-R
- **International Theological Commentary** - BS1151.2.I57 LRC 4th Floor
- **Interpretation** - BS491.2.I54 LRC-R (some volumes available online via NetLibrary)
- **New International Biblical Commentary** - BS2341.2.N48 LRC-R
- **New International Commentary on the Old Testament** - BS1151.2.N4 LRC-R
- **New International Commentary on the New Testament** - BS2341.2.B7 LRC-R
- **The NIV Application Commentary** - BS491.2.N58 LRC-R
- **The Old Testament Library** - BS1151.2.O4 LRC-R
- The **Sacra Pagina** series on the New Testament - BS2341.2.S22 LRC-R
- **Word Biblical Commentary** - BS491.2.W67 LRC-R

### Interlinear Bibles
For a translation and/or transliteration of ‘Hebrew’ or ‘Greek’ see interlinear Bibles.

<table>
<thead>
<tr>
<th>Greek</th>
<th>Hebrew</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>The Interlinear Hebrew-Greek-English Bible</em> (Green, BS1 1976)</td>
<td><em>The Interlinear Hebrew-Greek-English Bible</em> (Green, BS1 1976)</td>
</tr>
<tr>
<td><em>The Interlinear Greek-English New Testament</em> (Marshall, BS1965 1959B)</td>
<td><em>The Interlinear Bible, Hebrew/English</em> (Green, BS715 1976X)</td>
</tr>
<tr>
<td><em>The Complete Biblical Library, “N .T. Study Bible”</em> (Harris, BS2535.2.N474, v. 2-10)</td>
<td></td>
</tr>
</tbody>
</table>
Specialized dictionaries (Hebrew and Greek)
For research on a particular Hebrew or Greek word, use specialized dictionaries, parsing
guides, and lexicons.

<table>
<thead>
<tr>
<th>Greek</th>
<th>Hebrew</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Brown, BS2397.N48)</td>
<td>Theological Wordbook of the Old Testament (Harris, Archer, Waltke; BS440.T49)</td>
</tr>
</tbody>
</table>

Parsing guides and analytical keys

<table>
<thead>
<tr>
<th>Greek</th>
<th>Hebrew</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Complete Biblical Library (Harris, BS2535.2.N474)</td>
<td>Analytical Key to the Old Testament (4 vols.) (Owens, PJ4731.B53 O94)</td>
</tr>
</tbody>
</table>

Lexicons

<table>
<thead>
<tr>
<th>Greek</th>
<th>Hebrew</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The New Brown, Driver, Briggs, Gesenius</td>
</tr>
<tr>
<td></td>
<td>Hebrew &amp; English Lexicon (PJ4833.B66)</td>
</tr>
<tr>
<td></td>
<td>Index to BDB Hebrew Lexicon (PJ4833.B683)</td>
</tr>
</tbody>
</table>

OTHER LIBRARY RESOURCES

eBooks: Do an advanced search in the catalog, using netlibrary or ebrary as a keyword and a term such as missions or theology as a keyword. Or go to the eBooks page (from the Library page, find the Read about eBooks) and follow the directions there. Note that all 8,800+ of the netLibrary eBooks that ORU owns are searched simultaneously when you do a full text search from the netlibrary site. Similarly, the full text of 46,000+ eBooks is searched when you do a simple search from the ebrary site.
Table of Contents: One way to keep informed of what is being currently published in theology is to browse the tables of contents of related journals in FirstSearch's Electronic Collections Online (ECO). On the ECO page, click "Browse Journal Titles" and then, from the "All Subject Collections," select a category under "Philosophy. Psychology [B-BJ]" or "Religion & Religions [BL-BX]." Begin browsing. Please note: ECO provides only a small amount of full text.

Other Formats: Do a subject keyword search in webPAC. On the results list page, click a subject. In the page that opens, scroll down the list scanning entries for format icons. If the list is long, you may limit it to a particular format by selecting a format from the drop-down box (see picture on the left). Available format limits include audiobooks, audio cassettes, DVDs, and ebooks. After making a selection, click Search. The results will be limited to the selected format.

Library Guides:

Click on Library Guides from the Library home page, and scroll down the page to see the theology-related guides: Theology Resources; Theology/Bible Word Studies; Theological Reference Materials; Locating an Essay in the ATLA Religion Database; Foreign Countries, Cultures & Missions; Babylonian Talmud.

Library Tutorials:

The Library’s instruction librarian has created three new interactive tutorials that cover a variety of topics and research skills that will help you be a successful student. These online tutorials, available on the Library’s home page, will allow you to learn at your own pace.

Choose a tutorial appropriate for your level of skill and knowledge. If you are new to the University, begin with the "Library Orientation" for an introduction to the Library’s services, resources, and physical and electronic environments. "Research Basics" will explain how to begin a research project and give tips and tools for strategic searching, evaluating information, and avoiding plagiarism. If you live more than an hour away from the ORU campus, then begin with the “Distance Learners” tutorial, which will help you find out how the ORU Library can serve you even when you cannot be on campus.
Special Collections

- The ORU **Theology Collection** is located on the 4th floor of the LRC, primarily within the BJ-BX call number range. These books may be checked out.
- The **Reference Library** has a comprehensive collection of theological resources, to be used only in the library.
- **The Holy Spirit Research Center**, LRC, 5th floor
  - One of the largest and most comprehensive Pentecostal/charismatic and Holy Spirit collections in the world, it contains over 12,000 books, 300 magazines, 4,500 tapes, vertical files of tracks, pamphlets, brochures, unpublished papers, newsletter, and new articles, and hundreds of sound recordings, films, photographs, and microfilms.
  - Contact Dr. Mark Roberts, Director, for hours: 918-495-6899, or hsrc@oru.edu.

The following special collections are accessed by permission through the Circulation Desk. A key to the collection room may be checked out for a maximum of four hours.
- **William Sanford LaSor Collection**, LRC 408 E-F
- **Elmar Camillo Dos Santos Collection** (with collection below) LRC 408 L-M
- **Jewish Theological Seminary Collection**, LRC 408 L-M
- **Temple Israel Library** has a long-standing agreement to allow ORU students to check out their materials. You may visit the Temple library any time during normal business hours. For research assistance, see library committee, Tuesday mornings.
  - Temple Israel, 2004 East 22nd Place, Tulsa, Oklahoma 74114-2800
  - Administrative Office: (918) 747-1309

Online Jewish Research Sources

- Jewish National and University Library (JNUL) Digitized Book Repository
  - [http://www.jnul.huji.ac.il/eng/digibook.html](http://www.jnul.huji.ac.il/eng/digibook.html)
  - Rare and out-of-print monographs
  - About 1,100 digitalized volumes, from 15th century incunabula to early 20th century works.
- Judaism: [http://www.oru.edu/university/library/Elites/theologicalresources.html#JUD](http://www.oru.edu/university/library/Elites/theologicalresources.html#JUD)
- RAMBI: Index to articles and books on Jewish studies by the Jewish National and University Libraries. [http://jnul.huji.ac.il/rambi/](http://jnul.huji.ac.il/rambi/)
- The Talmud (Yale University Library): [http://www.library.yale.edu/cataloging/hebraicateam/talmud.htm](http://www.library.yale.edu/cataloging/hebraicateam/talmud.htm)
- WebShas–Index to the Talmud: [http://www.webshas.org/](http://www.webshas.org/)
Online Theological Resources

The Internet has many valuable resources suitable for theological and biblical research. However, since many Web sites are not required to go through a review or editorial process such as that required by most book publishers, they need to be carefully evaluated to be sure they are appropriate for use in scholarly research and writing. To access a list of Web theological resources which have been selected by an ORU librarian, you may use this URL:

http://www.oru.edu/university/library/Elites/theologicalresources.html

Note: This page was adapted from various sections of the ORU Library’s website (http://www.oru.edu/university/library). (Library section rev. 6/2/10 S.S.)
Reading maketh a full man, conference a ready man, and writing an exact man.

—Sir Francis Bacon
1. Title Page
2. Disclaimer Page
3. Approval Sheet
4. Abstract
5. Copyright
6. Dedication
7. Preface
8. Acknowledgments
9. Table of Contents
10. List of Tables
11. List of Figures
TITLE OF APPLIED RESEARCH PROJECT
IN INVERTED PYRAMID FORMAT

By
STUDENT’S FULL OFFICIAL NAME
Month and Year Degree Awarded

AN APPLIED RESEARCH PROJECT
Submitted to the Theological Faculty
in Partial Fulfillment of the Requirements
for the Degree of
DOCTOR OF MINISTRY
CHURCH MINISTRY LEADERSHIP
GRADUATE SCHOOL OF THEOLOGY AND MINISTRY
ORAL ROBERTS UNIVERSITY
TITLE OF APPLIED RESEARCH PROJECT IN INVERTED PYRAMID FORMAT

By

STUDENT’S FULL OFFICIAL NAME

Month and Year Degree Awarded

AN APPLIED RESEARCH PROJECT Submitted to the Theological Faculty in Partial Fulfillment of the Requirements for the Degree of DOCTOR OF MINISTRY PASTORAL CARE AND COUNSELING

GRADUATE SCHOOL OF THEOLOGY AND MINISTRY ORAL ROBERTS UNIVERSITY
DISCLAIMER

The beliefs and conclusions presented in this Applied Research Project are not
necessarily those of the administration of Oral Roberts University, the Graduate School
of Theology and Ministry, or the faculty
TITLE OF APPLIED RESEARCH PROJECT

USING INVERTED PYRAMID

By

YOUR NAME

APPROVED BY

DATE

(Name of Supervisor, Earned degree(s)), Supervisor

(Name of Reader, Earned degree(s)), Reader

Kenneth Mayton, Ed.D., Director, Doctor of Ministry Program
ABSTRACT

Name: 

Date of Degree: 201x

Institution: Oral Roberts University

Location: Tulsa, Oklahoma

Title of Study: INCREASING APPRECIATION FOR MULTIGENERATIONAL COMMUNION IN A SUBURBAN CONGREGATION

Pages in Study: 249

Candidate for the Degree of Doctor of Ministry

(Church Ministry Leadership or Pastoral Care and Counseling)

Supervisor: (Name of Supervisor, earned degree(s))

Scope and Method of Study: The purpose of this study was to help each generation have great appreciation for multigenerational communion. This project evaluated Biblical, theological and historical resources. Also, a significant cross-section of current literature was reviewed. Increasing the level of appreciation was pursued through the preaching of three sermons on the multigenerational nature of the church. A pre-survey and post-survey provided a snapshot of modern opinions and a measurement of appreciation chances. The affective domain taxonomy was used to categorize the responses by increasing levels of appreciation.

Findings and Conclusions: The post-survey showed that those who heard the sermons increased in appreciation for multigenerational communion. The increase was somewhat less for the lower subgroups on the affective taxonomy and greater for the higher subgroups. Men had a noteworthy increase in appreciation and women essentially no change. This greatest generational change was in the Millennials, Silents and G.I.s. This result gave hope for progress toward greater multigenerational communion.
All rights on this project are reserved by the author and nothing herein is to be used for publication without the express agreement of the author or the Dean of the College of Theology and Ministry at Oral Roberts University. (optional)
Some Applied Research Projects are dedicated to a special person [or persons], but this is not necessary. In any case, wisdom suggests moderation and reserve in the expression of thanks” (Turabian, 216). (This page is optional.)
PREFACE

“You may include a preface to explain what motivated your study, the background of the project, the scope of the research and the purpose of the paper” (Turabian, 389). (This page is optional)
ACKNOWLEDGMENTS

In a few sentences, you can express your gratitude (line 5) to particular professors, family members, or other people who influenced your studies and life.
# TABLE OF CONTENTS

ACKNOWLEDGMENTS ........................................................................................................... vi

LIST OF TABLES .................................................................................................................. xii

Chapter

1. THE PROBLEM .................................................................................................................. 1
   - Introduction ......................................................................................................................... 1
     - Statement of the Problem ................................................................................................. 2
     - Research Questions ........................................................................................................... 3
     - Setting of the Project ......................................................................................................... 3
     - Background and Significance ......................................................................................... 4
     - Definitions ......................................................................................................................... 5
     - Limitations ......................................................................................................................... 6
     - Assumptions ....................................................................................................................... 7
     - Summary ............................................................................................................................. 7

2. BIBLICAL-THEOLOGICAL BASE ................................................................................... 8
   - Introduction ......................................................................................................................... 8
   - Biblical Foundations for Church Discipline ................................................................... 8
     - Necessity of Discipline by Spiritual Leaders ................................................................. 9
     - The Goal of Disciplinary Action .................................................................................... 13
       - Goal One: To Mature ...................................................................................................... 14
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal Two: To Reconcile</td>
<td>16</td>
</tr>
<tr>
<td>Goal Three: To Protect</td>
<td>17</td>
</tr>
<tr>
<td>Goal Four: To Prevent</td>
<td>18</td>
</tr>
<tr>
<td>Examples of Disciplinary Action</td>
<td>20</td>
</tr>
<tr>
<td>New Testament Examples</td>
<td>21</td>
</tr>
<tr>
<td>Old Testament Examples</td>
<td>26</td>
</tr>
<tr>
<td>Principles of Disciplinary Action</td>
<td>28</td>
</tr>
<tr>
<td>Authority</td>
<td>28</td>
</tr>
<tr>
<td>Approach</td>
<td>29</td>
</tr>
<tr>
<td>Application</td>
<td>30</td>
</tr>
<tr>
<td>Acceptance</td>
<td>33</td>
</tr>
<tr>
<td>Theological Considerations</td>
<td>33</td>
</tr>
<tr>
<td>Soteriology</td>
<td>34</td>
</tr>
<tr>
<td>Spiritual Authority</td>
<td>36</td>
</tr>
<tr>
<td>Delegated Spiritual Authority</td>
<td>37</td>
</tr>
<tr>
<td>Basis of Spiritual Authority</td>
<td>39</td>
</tr>
<tr>
<td>Nature of Spiritual Authority</td>
<td>44</td>
</tr>
<tr>
<td>Practice of Spiritual Authority: An Exegesis of Matthew 18:15-20</td>
<td>45</td>
</tr>
<tr>
<td>Pneumatology</td>
<td>53</td>
</tr>
<tr>
<td>Table</td>
<td>Page</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>1. Participant Breakdown by Gender</td>
<td>116</td>
</tr>
<tr>
<td>2. Change of Faith Growing of Youth Group through the Early Morning Prayer School</td>
<td>#</td>
</tr>
<tr>
<td>3. Table Title</td>
<td>#</td>
</tr>
<tr>
<td>4. Table Title</td>
<td>#</td>
</tr>
<tr>
<td>5. Table Title</td>
<td>#</td>
</tr>
<tr>
<td>6. Table Title</td>
<td>#</td>
</tr>
<tr>
<td>7. Table Title</td>
<td>#</td>
</tr>
<tr>
<td>8. Table Title</td>
<td>#</td>
</tr>
<tr>
<td>9. Table Title</td>
<td>#</td>
</tr>
<tr>
<td>10. Table Title</td>
<td>#</td>
</tr>
<tr>
<td>11. Table Title</td>
<td>#</td>
</tr>
</tbody>
</table>
FIGURES

1. Participant Breakdown by Gender ............................................................... 116
2. Participants’ Responses to Question 43, “The Biblical teaching that everyone inherits a nature distorted by sin is __________.” ........................................ 117
3. Who Is Qualified to Give Pastor Care Participant Survey ......................... 118
EXAMPLES – BODY OF THE TEXT

1. First page of chapter
2. Main body of text
3. Example of Table in text
4. Examples of Tables and Figures
5. Appendix cover sheet
CHAPTER 1

THE PROBLEM

Introduction

Clearly one of the most distinctive points of time in the history of the church is the Pentecostal outpouring that came like a flood in the early part of the twentieth century. William J. Seymour was the dominant figure in this historic event . . .

The Azusa Street Revival significantly shaped and impacted the Pentecostal churches of America in the early part of the twentieth century . . .

Theological Implications

From a theological standpoint, many of these early Pentecostals sought to follow a literal interpretation of scripture . . .

Spirit Baptism

Their biblical understanding of Spirit baptism was that of an experience separate from sanctification . . .

Fulfillment of Joel 2:28-32. They felt they were amidst a literal fulfillment of Joel 2:28-32 . . .
Although the debate between the cultic/figurative and the literal interpretation continues, there is no doubt that Malachi calls for faithfulness between husbands and wives because marriage is grounded in the covenant between the husband and wife and Yahweh. However, the traditional view identifies marriage as a covenant and one of the most important scholars to support this view is Paul Gordon Hugenberger. In his book, *Marriage as a Covenant*, he presents a thoroughly researched study in biblical ethics especially in the concept of marriage as held by Malachi and other Bible writers.

Hugenberger argues that Malachi 2:14 refers to a literal marriage covenant and not a figurative one as some scholars believe. Malachi 2:14 reads:

And you say wherefore? Because the Lord has been a witness between you and the wife of your youth, against whom you have been faithless, though she is your companion and your wife by covenant.

Hugenberger argues that the endearing designation “the wife of your youth” in 2:14 is in parallel with “the wife of your covenant.” This implies that the covenant in 2:14 was between the husband and wife. In Genesis 31:50, the reference of the covenant.

---


3 Author’s translation.

EXAMPLE OF TABLE IN TEXT

. . . group there was no change. Rather, in question 6, there was a decrease of 3 points (average -7 as shown in Table 2).

Table 2. Change of Faith Growing of Youth Group through the Early Morning Prayer School

<table>
<thead>
<tr>
<th></th>
<th>Pre-test</th>
<th>Post-test</th>
<th>Change</th>
<th>Average Increase (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>T.G: 12</td>
<td>C.G: 0</td>
<td>T.G: 0</td>
<td>C.G: 0</td>
</tr>
<tr>
<td></td>
<td>109</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T.G: 10</td>
<td>C.G: 0</td>
<td>T.G: 0</td>
<td>C.G: 0</td>
</tr>
<tr>
<td></td>
<td>76</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T.G: 10</td>
<td>C.G: -3</td>
<td>T.G: 0</td>
<td>C.G: 0</td>
</tr>
<tr>
<td></td>
<td>90</td>
<td>-21</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T.G: 32</td>
<td>C.G: -3</td>
<td>T.G: 0</td>
<td>C.G: 0</td>
</tr>
<tr>
<td></td>
<td>91</td>
<td>-7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE:

- The number and title for a table is to be placed at the top of the table and left justified. (See Turabian., pg. 364, 26.2.2)

- All tables must have narration to introduce or conclude the table. The narration for a table comes before the table itself.

- Turabian (7th Edition) has a rather comprehensive list and approach to tables and figures in Chapter 8 (pages 82-97). Please consult this material for further instructions.
EXAMPLES OF TABLES AND FIGURES

the treatment was administered, that number increased by 55.6% for a posttest score of 66.7%.

Table 5.15 Results for Measurement Question #8 by Ministry Role

<table>
<thead>
<tr>
<th>Ministry Role</th>
<th># Participants</th>
<th># Correct Pretest</th>
<th># Correct Posttest</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastor</td>
<td>9</td>
<td>1 (11.1%)</td>
<td>6 (66.7%)</td>
<td>+55.6%</td>
</tr>
<tr>
<td>Paid Staff</td>
<td>2</td>
<td>1 (50%)</td>
<td>1 (50%)</td>
<td>0%</td>
</tr>
<tr>
<td>Board Member</td>
<td>4</td>
<td>1 (25%)</td>
<td>4 (100%)</td>
<td>+75%</td>
</tr>
<tr>
<td>Ministry Leader</td>
<td>8</td>
<td>0 (0%)</td>
<td>6 (75%)</td>
<td>+75%</td>
</tr>
<tr>
<td>Lay Person (blank)</td>
<td>1</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0%</td>
</tr>
<tr>
<td>TOTALS</td>
<td>27</td>
<td>3 (11.1%)</td>
<td>18 (66.7%)</td>
<td>+55.6%</td>
</tr>
</tbody>
</table>

All cognitive measurement questions have been analyzed. This included three questions on biblical passages, three questions on the goals of discipline, and five questions on disciplinary principles. Every question showed a positive increase from the pretest to the posttest (see Table 5.16). The least improvement was question #8 with a 15.2% increase. The greatest improvement was question #7 showing a change of 81.5%. Thus the question by question analysis of collected data reveals that the treatment increased the knowledge of participants regarding biblical church discipline.

Cumulative Analysis

Treatment group one showed an average pretest score of 15.3% and treatment group two averaged 12.1%. The control group averaged 8.6% on the identical pretest. The posttest results for treatment one showed an average of 64.2%, treatment group two
EXAMPLES OF TABLES AND FIGURES

Table 1. Age and Gender of Participants

<table>
<thead>
<tr>
<th>Age</th>
<th>Males</th>
<th>Females</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-22</td>
<td>11 (55%)</td>
<td>8 (21%)</td>
</tr>
<tr>
<td>23-34</td>
<td>3 (15%)</td>
<td>4 (10%)</td>
</tr>
<tr>
<td>35-64</td>
<td>3 (15%)</td>
<td>23 (59%)</td>
</tr>
<tr>
<td>65+</td>
<td>3 (15%)</td>
<td>4 (10%)</td>
</tr>
<tr>
<td>Total</td>
<td>20</td>
<td>39</td>
</tr>
</tbody>
</table>

Figure 1. Participant Breakdown by Gender

Sermon Series Participants

“Is there an increase in the church members’ understanding of the purposes of the church after preaching?” was the first research question asked. The responses and percentages of agreement are shown in Table A1 for the fourteen questions on both the pre- and post-assessments (see Appendix N).
Figure 2. Participants’ Responses to Question 43, “The Biblical teaching that everyone inherits a nature distorted by sin is ________.”
Examples of Tables and Figures

Figure 5. Change for Male and Female by Affective Taxonomy Subgroup Between Pre-Survey and Post-Survey

On Figure 5, the women’s linear regression line indicates a positive slope, reflecting the increase in appreciation in the higher taxonomy subgroups and the decrease in appreciation in the lower taxonomy subgroups. The men’s linear regression line dramatically shows the greater change in higher taxonomy subgroups.

The change in appreciation of respondents based on their length of participation in Christian Chapel is shown in Table 12.
EXAMPLES OF TABLES AND FIGURES

Figure 6 presents who is qualified to give pastoral care according to the participants of the study, converted from raw data into percentages.

![Bar chart showing percentages of who is qualified to give pastoral care]

<table>
<thead>
<tr>
<th>Group</th>
<th>Pre-seminar</th>
<th>Post-seminar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastors</td>
<td>67%</td>
<td>60%</td>
</tr>
<tr>
<td>Assistant Pastors</td>
<td>7%</td>
<td>7%</td>
</tr>
<tr>
<td>Anyone Trained</td>
<td>13%</td>
<td>27%</td>
</tr>
<tr>
<td>Pastoral Staff</td>
<td>7%</td>
<td>7%</td>
</tr>
<tr>
<td>Leaders</td>
<td>40%</td>
<td>47%</td>
</tr>
<tr>
<td>Deacons</td>
<td>7%</td>
<td>0%</td>
</tr>
<tr>
<td>Holy Ghost Filled</td>
<td>7%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Figure 6. Who is Qualified to Give Pastoral Care?

Before the teaching about pastoral care, 67% of participants felt only the pastor could administer pastoral care, with that percentage dropping to 60% after the teaching sessions were conducted. The other major percentage was in the areas of church leaders (40% pre-seminar / 47% post-seminar). Participants chose more than one group of people during questioning, for example—pastors, assistant pastors, and leaders.
APPENDIX A

TITLE OF APPENDIX
1. Bibliography, 1\textsuperscript{st} page
2. Bibliography, 2\textsuperscript{nd} page
3. Vita


ORAL ROBERTS UNIVERSITY
INSTITUTIONAL REVIEW BOARD
HUMAN SUBJECTS REVIEW
APPROVAL STATUS FORM

Approval Date: 6/12/2012
IRB #: 2011/2012 –THEO - 0142

Proposal Title/Subject: Theological Themes in Pastoral Care and Counseling with the Pentecostal-Charismatic Ethos

Principal Investigator(s): 

Reviewed and Processed as: [X] Exempt [ ] Expedited [ ] Full Board

Approval Status Recommended by Reviewer(s):

ALL APPROVALS MAY BE SUBJECT TO REVIEW BY FULL INSTITUTIONAL REVIEW BOARD AT NEXT MEETING.

APPROVAL STATUS PERIOD VALID FOR ONE CALENDAR YEAR AFTER WHICH A CONTINUATION OR RENEWAL REQUEST IS REQUIRED TO BE SUBMITTED FOR BOARD APPROVAL.

ANY MODIFICATIONS TO APPROVED PROJECT MUST ALSO BE SUBMITTED FOR APPROVAL.

Comments, Modifications/Conditions for Approval or Reasons for Deferral or Disapproval are as follows:

Signature: [Signature]
Chair of Institutional Review Board

cc: Faculty Sponsor
Dean of School

Date: 6/12/2012
Name of Student

Candidate for the Degree of

Doctor of Ministry

(Church Ministry Leadership) (Pastoral Care and Counseling)

Title: BASIC PRINCIPLES FOR DEVELOPING MINISTERIAL MATURITY

Biographical:

Personal Data: Born in Tulsa, Oklahoma, January 14, 1944, the son/daughter of (enter parent’s name) and (enter parent’s name).

Education: Graduated from Central High School, Tulsa, Oklahoma, 1962 received An Associate of Arts degree from Rogers State College; received a Bachelor of Arts degree from Northeastern State University, Tahlequah, Oklahoma; received a Master of Divinity from Oral Roberts University, Tulsa, Oklahoma; completed requirements for the Doctor of Ministry Degree at Oral Roberts University, Tulsa, Oklahoma, in May 20xx.


Professional Organizations: Ordained Minister, Assemblies of God; Society for Pentecostal Studies.

(The vita is a brief biographical sketch of the writer which should include the date and place of birth, name of parents, schools and colleges attended, degrees awarded, publications and experience in teaching, business, industry, and military service, if any, and permanent address.)
Greek Text Citation Sample

- Both Greek and English texts are indented half an inch from the left margin and single-spaced.
- Greek block quotes need to begin double-spaced after the text.
- The translation of the verse must begin double-spaced after the citation of the Greek text.
- At the end of the translation, double space between the translation and the start of the remainder of the main body of text.
- Both the Greek text block quote and translation need to be single-spaced.
- See example below:

30 Ὁτί οὖν ἔρουμεν; ὅτι ἐθνῆς τὰ μὴ διώκοντα δικαιοσύνην κατέλαβεν
dικαιοσύνην, δικαιοσύνην δὲ τὴν ἐκ πίστεως, 31 Ἰσραήλ δὲ διώκων νόμον
dικαιοσύνης εἰς ὁμονόμοι ἐφθασεν. 32 διὰ τί; ὅτι οὐκ ἐκ πίστεως ἀλλὰ ὡς ἐξ ἔργων. προσέκοφαν τὸ λόγο τοῦ προσκόμματος, 33 καθώς γέγραπται. Ἡδοὺ
tίθημι ἐν Σιών λίθον προσκόμματος καὶ πέτραν σκανδάλου, καὶ ὁ πιστεύων ἐπ
αὐτῶ οὐ κατασχυνθήσεται.5

30 What then shall we say? That Gentiles, who did not seek after righteousness, obtained righteousness, namely the righteousness which is based on faith. 31 But Israel, pursuing after a law of righteousness, did not attain that law. 32 Why not? Because it was not on the basis of faith, but as if it were based on works. They have stumbled over the stumbling stone, 33 as it is written, "See, I am laying in Zion a stone of stumbling, a rock of offense, and whoever believes in him will not be disappointed."6

Paul begins this new section (Rom 9:30-31) with a paradoxical statement: Gentiles got what they did not pursue (namely, righteousness), while the Jews did not obtain what they pursued (righteousness based on the law).

---


6 Author’s translation.
This righteousness and wickedness referred, of course, only to the particular lawsuit and not to a general reputation of the litigants. This type of language is used for example in Deuteronomy 25:1:

When there is a strife between men and they go to the court, the judges will judge them, justifying the righteous and condemning the guilty.

In this case שדיה (Hiphil of שדיה) means, “declare to be righteous, or not guilty,” and שדיה (also Hiphil, שדיה) means “condemn or declare to be guilty.”

---

7 All Hebrew references are from *Biblia Hebraica Stuttgartensia, 5th ed. corrected* (Stuttgart: United Bible Societies, 1997).

8 Author’s translation.


MISCELLANEOUS

COMMON MISTAKES,
SUBMISSION/PUBLICATION CHECKLISTS,
FEES, AND ENCOURAGING SCRIPTURES

The skill of writing is to create a context
in which other people can think
—Edwin Schlossberg
COMMON PROBLEMS WITH FORM & STYLE

Please see corresponding topics in Form and Style section of this manual.

Bibliography:
- Cites not matching footnotes or contained in one place but not the other
- Only list sources used in text
- Problems with Bible format - where to place sources within three categories: Books, Periodicals, or Other Sources.
- Separate entry not included for each word referenced in a concordance, lexicon, etc.
- Not using proper format

Consistency: Be consistent throughout the ARP (from chapter to chapter) with form and style.

Ellipses: No space between word and ellipsis; no space between dots of ellipses.

Emphasis Added: (See pp. 27, 31)
Not using [emphasis added] when italicizing words/phrases for emphasis; underlining or quotation marks are also options.

First Pages:
First pages of chapters/bibliography not done in proper format: 2” top margin, page number at bottom center, 3/4” from bottom of page; subsequent pages: 1.4” top margin, page numbers 1” from top and right margins.

Footnotes:
- Not using proper format.
- Footnote number and footnote on separate pages; indicated by footnote line all across bottom of page.

Front Matter: Not in proper format and not submitted with first chapter.

Italics: Italicize foreign transliterations (e.g., agape, shalom, koinonia, harpaso, etc.)

Names, Full: Use full names in first time use of quotes, then last name thereafter.

Paragraph, introductory: No introductory paragraph under each heading before breaking down into subheadings (must have at least two subheadings to break down)

Paragraph, format: Some paragraphs do not contain at least three sentences (try to avoid lengthy sentences).

Person: ARP not written completely in third person. Do not use first person “I,” “me,” “we,” or “us” or second person “you”).
Punctuation: Improper use of capitalization, commas, semicolons, parenthesis, and ellipses.

Quotations, block: Only use block quotations for five or more lines of quoted text (and foreign language quotes); (make liberal use of ellipses . . . only quote “heart of the matter”/central concept), or foreign quotes.

Quotations:
- Not introducing all quotations.
- Using too much quoted material. Ensure that copyright “Fair Use Rule” not violated.

Spacing between headings and subheadings not formatted properly.

Scripture reference: Not using general Scripture footnote at first Scripture reference, then parenthetically thereafter.

Table of Contents: Headings must match exact text of headings in body of ARP.

Title: Lines of title not in inverted pyramid format (for multiple line titles only).

Widows and Orphans: Subheading at bottom of page without at least two lines of text beneath to support it or only one line at top of page ending a paragraph from previous page.
CHECKLIST: COPY OF ARP REPORT
IN PREPARATION FOR DEFENSE

Approximately three (3) weeks prior to the ARP Defense, three (3) copies of the ARP Report are to be submitted to the office of the Director of the Doctor of Ministry Program. These should be printed on white paper, laser print, and placed in three-ring binders, with binder tabs before each Chapter and the Bibliography. Front pages should be in the correct order matching the format of samples in the Applied Research Project Form and Style Manual:

1. Blank sheet
2. Title page
3. Disclaimer page
4. Approval sheet
5. Abstract
6. Copyright
7. Dedication (if used)
8. Preface (if used)
9. Acknowledgments
10. Table of contents
11. List of tables (if used)
12. List of figures (if used)

Please make note of and review the following form and style requirements that are addressed in detail throughout the ARP Form and Style Manual.

- **Acknowledgment page:** small roman numeral “vi” (if Preface page not used) centered 0.75” at the bottom of the page (font size 12, same as the rest of the thesis)
- **Table of Contents pages:** small roman numerals centered at the bottom of the pages
- **Table of Contents pages:** chapters and headings with 0.3” indentation and proper style
- **Table of Contents pages:** page numbers of the chapters and subheading correspond exactly with numbers in the text of the document
- **Margin:** 1.5” left margin throughout the whole thesis (1.4” top; 1” right and bottom)
- **Page numbers:** page numbers of the work are in the top right corner (1” from the right, 1” from the top)
- **Page numbers:** every first page number of a new chapter is centered at the bottom of the page (0.75”)
- **Text:** every new chapter starts two inches from the top of the page
- **Text:** no subheadings on the last line on the page
- **Text:** subheadings levels match the format of samples in the Applied Research Project Manual
Back pages are in the right order matching the format of samples in the Applied Research Project Manual:
1. Appendix (if used)
2. Bibliography
3. Vita
4. Blank sheet

Bibliography: first page with number centered at the bottom

IRB
Vita: no page number
General neatness and legibility
No liquid paper or visible corrections on any page of the document
No footnote separator across the whole page
No missing pages; pages in order; no upside down pages

Subsequent to the Defense and Oral Comprehensive Exam, the ARP Committee may require additional edits; these edits must be made within 30 days of the Defense, at which time the following are submitted to the office of the Director of the Doctor of Ministry Program:

One copy of ARP Project with Committee notations in three-ring binder
One edited copy of ARP Project in three-ring binder, with chapter and bibliography tabs
The Director of the D.Min. Program will review and will submit the edited copy to the Form and Style Editor for review and approval.
If the Form and Style Editor recommends further edits, a Revision Checklist will be provided.
The edited ARP, in three-ring binder with chapter and bibliography tabs (unless otherwise noted) must be returned to the Director of the D.Min. Program within 30 days. This process will be repeated until the Form and Style Editor provides final approval.
SUBMITTING ARP FOR FINAL APPROVAL

Submit completed ARP to the Applied Research Project Supervisor for the final approval. Be sure the following requirements have been met before submission:

- 100% cotton paper with watermark (GSTM watermark optional)
- Laser print
- General neatness and legibility; no liquid paper or visible corrections
- No footnote separators that span across the whole page
- No missing pages; pages in order; no upside down pages
- Margins:
  - 1.5” left, 1” right and bottom, 1.4” top*
  - Exceptions*: First page of new chapters and bibliography have 2” top margin.
- Page numbers
  - First page of new chapters and bibliography, centered 0.75” from bottom of page.
  - Following pages top right corner, 1” from top and right margins
- Text:
  - No subheadings on the last line on the page
  - Subheading levels match the format of samples in the Applied Research Project Manual
- Front pages are in the right order matching the format of samples in the Applied Research Project Manual:
  - Blank sheet
  - Title page
  - Disclaimer page
  - Approval sheet
  - Abstract
  - Copyright
  - Dedication (if used)
  - Preface (if used)
  - Acknowledgment page: small roman numeral “vi” (if Preface page not used) centered 0.75” at the bottom of the page
  - Table of contents
  - Pages numbers: small roman numerals centered at bottom of page
  - Chapters and headings with 0.3” indentation and proper style
  - Page numbers of the chapters and subheadings correspond exactly with page numbers in the text of the document
  - List of tables (if used)
  - List of figures (if used)
  - Appendix (if used)
- Main body of text
- Back pages are in the right order matching format of samples in the Applied Research Project Manual:
  - Bibliography – proper page numbering
  - Vita – no page number
  - Blank sheet
CHECKLIST: COPY OF ARP REPORT IN PREPARATION FOR BINDING

List of Required Documents

For all ARP Reports (CML and PCC), submit the following to the Doctor of Ministry Program office:

- All copies signed and checked for accuracy. (That means all pages in order, no missing pages, all pages right side up.)
- A blank sheet of paper on the front and back of each final copy
- Manila file folder — standard size
- 1 copy of title page and abstract (academic office copy)
- Check/money order payable to “Houchen Bindery” for binding.
- Check/money order to ORU for postage for books to be sent.
- Address/phone number/email—both present and after graduation, if known
- Contact person/address/phone number, in the event we are unable to locate you within the next year

ARP Reports are sent to ProQuest/UMI Doctoral Dissertation Services for copyright and publication on the ProQuest website in .pdf format. Submit the following:

- Project copyright form filled out and signed (available from Administrative Secretary)
- Photocopy of agreement form (available from Administrative Secretary)
- 1 copy of title page and abstract (submitted to ProQuest)
- 1 copy of ARP on CD; OR e-mail a copy of the ARP to the Administrative Secretary and D.Min. Director; the Office Administrative Secretary will save the project in the required .pdf format for submission to ProQuest.
- Check/money order payable to ProQuest for copyright and publishing on ProQuest website.
APPLIED RESEARCH PROJECT BINDING AND PUBLICATION CHECKLISTS

After the Applied Research Project Supervisor and the Faculty Reader have given their final approval of the ARP, submit copies to the ARP Supervisor for binding and publication.

Copy Information:

- Copies must be made on 100% cotton paper with GSTM watermark.
- Paper with GSTM watermark is available at ORU Document Preparation Services.
- Copies needed for Houchen Bindery:
  - 1 copy for ORU Library
  - 1 copy for GSTM
  - 1 copy for Faculty Supervisor
  - Copy (ies) for student
- If the ARP writer would like additional copies for binding, they may be printed on GSTM watermark paper, or 20 lb. bond white paper, or other quality white paper, at the discretion of the ARP writer.
- Copies needed for ProQuest
  - One (1) copy in .pdf format copied to CD.
  - Include an extra copy of the Title Page and Abstract.

To Submit ARP for Binding by Houchen Bindery:

- All copies should be checked for accuracy: all pages in proper order, no missing pages, all pages right side up, etc.
- All approval pages need to be signed and dated by the ARP Supervisor, Faculty Reader and Director of the Doctor of Ministry Program.
  - Correct date on signature pages is date of Defense and Oral Comprehensive Exam.
  - Signatures must be in black ink (pen provided by D.Min office secretary).
- Include a blank sheet of 100% cotton paper on the front and back of each final copy.
- Submit copies for binding to the GSTM academic office.
- Submit a standard-sized manila file folder which contains (for the GSTM academic office):
  - 1 copy of ARP Title Page
  - 1 copy of Abstract
- Completed Requirements & Fees for an ARP or Applied Research Project Report form. Include:
  - Check/money order payable to Houchen Bindery for binding.
  - Check/money order to ORU for postage.
  - Address/phone number/email—both present and after graduation, if known
  - Contact person/address/phone number, in the event we are unable to locate you within the next year
To Submit ARP for Publication by ProQuest: (optional but recommended)

- **ProQuest Publication Forms:**
  - See ARP Supervisor or D.Min. Administrative Secretary to get required publication forms.
  - Fill out and sign forms, indicating publishing/copyright options desired.

- **Submit to ARP Supervisor:**
  - All completed ProQuest publications forms
  - Photocopy of forms for the academic office
  - 1 copy of ARP
  - 1 copy of signed approval page
    - See ARP Supervisor for correct date to use on signature page
    - Signatures must be in black ink
  - 1 additional copy of title page and abstract for Proquest
  - Check/money order payable to Proquest*
  - Check/money order payable to ORU for postage*
  - Completed Requirements & Fees for a ARP or Applied Research Project Report form (see page 139 – copy or tear out).

*Note: The Requirements and Fees form includes all fee information for Houchen Bindery, ProQuest, and postage; all fees as stated herein are subject to change.*
REQUIREMENTS & FEES FOR DMIN APPLIED RESEARCH PROJECT
COPY OR TEAR OUT THIS SHEET AND SUBMIT WITH CHECKS TO
DMIN ACADEMIC OFFICE

Name: _______________________________ Date: __________________
Address: ______________________________
Phone Number: ________________________ E-mail: ______________________

FEES CHARGED  A total of three checks will be required: 1) to ProQuest for publishing/copyright;
2) to Houchen Bindery for binding; 3) to ORU for postage. See details below*:
*All fees stated herein are subject to change

1. PUBLISHING (optional, unless requesting copyright):
   • The student must sign a publishing agreement form. (See DMIN academic office secretary
     for forms)
   • The publishing process takes from 8 weeks to 6 months, or more.
   • Please indicate the method of returning the unbound copy:
     _______Call phone number listed above. _______ Mail to address above.
     _______Publishing ARP from CD ..................................................................$ 65.00
     _______Copyright (optional, but highly recommended) ..........................$ 55.00

     Make check payable to PROQUEST         Total Publishing: $

2. BINDING:
   • Binding of each copy is $9.35 (up to 2” thick; over 2” is an additional $4.30/volume to be bound*)
   • Include 1 copy for ORU Library, 1 copy for GSTM, (1 copy for Faculty Supervisor is optional)
   • Any additional copies requested will be returned to the student.
   • Please indicate preferred method of handling bound document(s):
     _______For student pickup, _______call phone # above; _______mail bound copies to address above.
     • The colors required by ORU are: Binding (Royal Blue #588); Lettering (Gold).
   • Indicate # of copies to be bound __________ X $ 9.35 = $
   • Indicate # of copies to be bound (over 2” thick)____X $13.50 = $

     Make check payable to HOUCHEN BINDERY. Total Binding: $

3. POSTAGE:
   • Postage for mailing ARP to ProQuest .........................................................$ 6.00
   • Postage for mailing up to 4 copies of bound ARP to student ......................$
     o For more than 4 copies mailed, additional postage required ..................$
     o If ARP mailed internationally, additional postage required .....................$

     Make check payable to ORU .................................. Total Postage.......$

Student Signature __________________ Date ___________________