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All text (including the abstract) in Times New Roman must be double spaced on one side of the page, 12 point font. Individual footnotes, bibliographic references and long quotations may be single spaced, but double spacing must be used between successive entries.

**Margins**

There must be a 1.5-inch margin on the binding edge (normally the left side of the page) and a 1-inch margin on the three remaining edges. These margins apply to full-page photographs and pages containing charts, tables, and illustrations, as well as to the abstract, title page, and pages of text.

**Page numbers**

Page numbers should be centered at bottom and located at least 0.5 inches from the edge. Front matter pages should be numbered using Roman numerals. The title page has no page number. The page that follows will be numbered ii; when the text begins, the page numbers use Arabic numerals (1, 2, 3, etc.) and begin at 1 instead of following on from the front matter’s Roman numerals.

**Footnotes**

The first line of footnotes is indented 0.5. The footnote number should be 10 point font (same as the footnotes) and is followed by a period. Brief citations are used instead of ibid. Footnote numbering begins at 1 with each new chapter.

**Headings and sub-headings**

First level (including chapter headings): bold, centered, headline-style capitalization

Second-level: centered, regular type, headline-style capitalization

Third level: flush left margin, italic type, headline-style capitalization

Fourth level: flush left, regular type, sentence-style capitalization

**Bibliography**

It is customary to include sections within the bibliography for primary and secondary sources or monographs and articles, depending on your particular discipline. All entries with the same author should be in alphabetic order by title and should not repeat the author’s name after the first entry. Use \_\_\_\_\_\_\_\_\_. Instead.

**Print size & Paper**

Format with 10- to 12-point font. Paper stock should be high-quality, long-lived paper, 8 1/2 x 11 inches; 20 lb. minimum weight. Acid- neutral paper of long-life expectancy and high durability should be used for the unbound copy. All pages must be a high-contrast dark image on white paper.

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Photographs must undergo “archival” or “optimum” processing. Color photographs should be avoided because of their impermanence and because they do not reproduce in color on microfilm. Only good- quality commercial paste, dry-mounted tissues ironed on, or adhesive sheets should be used for mounting; these are available in many art supply stores.

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Prepare the title page according to the sample on the following page. The title of the dissertation should be as concise as possible, consistent with giving an accurate description of the thesis. Students may wish to embed key words in the title so that it will be retrievable on computerized listings. Formulas, Greek letters, mathematical symbols and the like should be expressed in English words in the title, which should be typed in mixed case consistent with normal usage. Titles should not be typed in all capital letters.

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Puritan Reformed Theological Seminary

**Thesis Title**

A Dissertation Submitted to the Faculty of

Puritan Reformed Theological Seminary

In Partial Fulfillment of the

Requirements for the Degree

Doctor of Philosophy

by

**Full Name**

Grand Rapids, Michigan

year

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A table of contents listing the major headings should be included for any dissertation that is divided into chapters or other sections and should immediately follow the copyright page. Where illustrations, figures, or tables are included in the dissertation, a list that includes the page numbers on which they are found should follow the table of contents. Other front matter may include, where appropriate, acknowledgements of help from persons or institutions; a dedication if one is desired; and a glossary of terms. Back matter may consist of one or more appendices and a bibliography. All front and back matter should be listed in the table of contents. Front matter pages should be numbered using Roman numerals.

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If including an acknowledgements page, label the page accordingly, leave two blank lines between the title and the first line of the text. Double-space the text and format it to match the main text. The page should be numbered using Roman numerals as part of the front matter.

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Tables should be typed directly on the same paper used throughout the dissertation. They may be numbered serially throughout the dissertation, or by chapter. A table that is small may be set into a text page in its logical location; large tables are generally presented on a separate following page. Since most dissertations will be read in microform, wherever possible tables should be placed as near to the interpretive text as possible. Where there are many tables, however, or where tables are longer than one or two pages, they may be presented in an appendix following the text of the dissertation. In any case, pages which contain only tables must have page numbers.

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**Publication of the Dissertation**

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**Contact**:

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