

**Doctoral Dissertation Submission Requirements | William Perkins Library**

**Typing**

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 divide the bibliography into sections for primary and secondary sources or books and articles, depending on your particular discipline. All entries with the same author should be in alphabetic order by title (ignoring initial article) 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.

**Photographs**

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.

**Number of Copies**

The William Perkins Library at Puritan Reformed Theological Seminary will print and bind one original copy and provide one digital copy in PDF-format for each student’s advisor. Students will receive one bound copy courtesy of the seminary. Students should consult their advisors about additional copies that may be required. Students may purchase additional copies for themselves. Please contact the librarian for further details.

**Form of Presentation**

In all matters of style, students should consult their advisors for any special requirements; Puritan Reformed Theological Seminary does require a particular format for references, bibliographic entries, etc.: that being the latest edition of the Chicago Manual of Style and Turabian. Biblical studies students should use the latest edition of SBL.

**Abstract**

An abstract, not to exceed 750 words, is required. The abstract is placed immediately after the copyright, acknowledgments, and dedication pages and prior to the table of contents. The text of the abstract must be single-spaced.

**Examination committee**

This list of internal and external readers will appear at the top of the copyright page. Readers should be listed in alphabetic order by last name and should include their professional degrees and current institution.

Dr. Adriaan C. Neele, Puritan Reformed Theological Seminary, for example

**Copyright Notice**

The Copyright Act of 1976 provides for statutory copyright protection of a work from the moment it is tangibly fixed. To secure this protection, a copyright notice should be typed above the bottom margin on the left hand side on a separate page immediately following the title page. The notice must include the copyright symbol ©, the year in which copyright is established, and the full legal name of the author. The copyright date for dissertations submitted for a Fall degree should be the following year. The notice should appear as follows:

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Students should review the information about copyrighted material provided on the UMI website at [http://www.proquest.com/assets/downloads/products/UMI\_CopyrightGuide.pdf.](http://www.proquest.com/assets/downloads/products/UMI_CopyrightGuide.pdf) If the student requests that University Microfilms International register copyright on his or her behalf, UMI will send the required copies of the dissertation to the Library of Congress.

**Letterhead / Signature Page**

The first page will be the PRTS letterhead/signature page. This goes at the very beginning before your title page. The title page as described next follows the letterhead/signature page. Neither page is numbered.

**Title Page**

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.

Where a subtitle is used, it must be separated by a colon from the main title; simply placing the subtitle on a separate line is not sufficient.

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

**Front and Back Matter**

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; a glossary of terms, and a list of abbreviations. 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.

**Acknowledgements**

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.

**Abbreviations**

Doctoral students in the biblical studies program should use SBL’s Handbook of Style including its list of abbreviations.

**Tables**

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.

**Illustrations**

Illustrations are normally placed on separate pages, with the figure number and legend typed either beneath the illustration or on the preceding page. Figures and their legend pages should be numbered in with the text of the dissertation. Line drawings must be presented on the same paper as is used for the text of the dissertation and must be drafted and lettered in black India or other non-water soluble ink. If copies of figures or drawings are to be used, they must be prepared and printed in such a way as to meet the same paper, margin, and reproduction quality standards required for the text of the dissertation. If necessary, illustrative material may be photographically reduced to meet the margin requirements. In such instances, space should be left for page and figure numbers to be typed on the page, together with the legend if one is to be typed beneath the illustration.

**Excerpts Reprinted from Other Sources**

Excerpts to be reprinted from other publications or sources, such as manuscript pages, maps, autographs, tables, or passages of text, must meet the same paper, margin and reproduction quality standards required for the text of the dissertation.

When material copyrighted by someone other than the author is used in a dissertation beyond the limits of “fair use,” permission must be obtained from the copyright holder for University Microfilms International to film and sell such material. (Copies of all permission letters must be attached to the UMI publication agreement.[[1]](#footnote-1))

**The Completed Dissertation**

The dissertation when submitted to the librarian must be in final form with advisor’s approval. Students should carefully proofread the text for typographical, spelling, and other errors and make corrections before submitting the manuscript to the advisor and librarian. The librarian may send the dissertation back to the student with a list of items to correct in a timely manner.

**Publication of the Dissertation**

Pending the approval of a petition to UMI and in accord with the traditional scholarly ideal that the candidate for a doctorate must make a contribution to knowledge, all dissertations that have been accepted by the Doctoral Program of Puritan Reformed Theological Seminary will be published on microfilm by University Microfilms International and then deposited in the William Perkins Library. Students are required to submit a signed publication agreement with UMI to the library director. The agreement gives UMI specific rights to publish the dissertation abstract in its monthly Dissertation Abstracts International, as well as to index material from the dissertation in its annual Comprehensive Dissertation Index and the CDI computerized database. The University Microfilms agreement in no way prevents the author from making any disposition of other manuscript copies, nor does it in practice prevent the author from publishing the dissertation in another format at any time. Students who wish UMI not to sell copies of the dissertation without their consent should include a letter to that effect with the microfilm publication agreement.

Above details regarding publication of the dissertation are not applicable until the petition to UMI has been approved. Students will be notified accordingly.

**Contact**:

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Library Director

William Perkins Library

Puritan Reformed Theological Seminary

Notice: This document is a modified version of the Yale Graduate School guidelines of dissertation submission

1. . https://www.proquest.com/products-services/dissertations/submitting-dissertation-proquest.html [↑](#footnote-ref-1)