

## **GENERAL REQUIREMENTS FOR EDEN PROJECTS, THESES, AND PROJECT/THESES**

All completed work must conform to the standards set forth below. Two copies of each project, thesis, and project-thesis are bound and retained by the Eden Seminary Library. The library cannot arrange for the binding of personal copies. Candidates for degrees should check with the Academic Dean's Office to determine the procedure and deadline for submitting their work.

### **General Requirements**

1. Two copies are to be submitted, following the requirements for paper, font, etc., as specified below.
2. If changes are required in the project, thesis, or project-thesis, the student must resubmit corrected copies.
3. Both copies must include an approval page.
4. The second copy may be a photocopy of the original, but it must be on the same kind of paper as the original. If you use a photocopy machine, avoid opening a package of paper until you are ready to make the copies.
5. Both copies may be submitted in manila file folders or in expandable folders. If the work is too large for a folder, submit both copies in one or two 8 ½" x 11" boxes in order to protect the pages from damage. If both copies are in one box or in one folder, place a colored piece of paper between the copies.
6. Do not submit your work in binders of any kind, and do not use paper clamps.
7. Do not place rubber bands around the pages, and do not punch holes in, staple, paperclip, or make marks on any pages.

### **Bibliographic Style**

Students should follow the guidelines for bibliographic style as found in the latest edition of Kate L. Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations*. If Turabian does not fully answer a question about style, refer to the latest edition of *The Chicago Manual of Style*, on which Turabian is based. Copies of both manuals are available for use in the seminary library, but it is recommended that students purchase a copy of Turabian. In order to facilitate writing and to avoid having to rewrite or reformat work, students should be thoroughly familiar with Turabian prior to collecting bibliographic information and prior to writing the first draft. If any of the following information differs from the Turabian or Chicago style, follow the Eden guidelines.

### **Citing Sources Used**

Students should choose one of the two distinct methods described in Turabian for citing publications and other resources. Once you decide which method you are going to follow, you must use it consistently.

### **Requirements for Typing/Copying the Work**

1. Size of paper: 8 ½" x 11" only. Oversize materials, such as computer printouts, church bulletins, etc. should be reduced to fit within margin guidelines.

2. Printing and copying of the contents of projects, theses, and project-theses, as listed under “Order of Contents” below, should be single-sided only; no double-sided printing or copying will be accepted.
3. Use white paper only.
4. Use paper that is identified as:
  - a. 20 or 24 pound weight
  - b. 25% - 100% cotton or rag bond paper. Paper with very high rag content often does not work well in photocopy machines.
  - c. If the paper is identified as acid-free, acid-neutral, or archival quality, it must have a pH level of no less than 7. Paper with a lower number is not acceptable.
5. Do not use “erasable” or “corrasable” paper.
6. If a correction is necessary, retype/reprint the entire page. Do not use correction fluid, and do not use a pen to make corrections.
7. Text Font: Times New Roman 12 pt.
8. Use “letter quality” print.
9. Line spacing: Double-spaced within and between paragraphs.
10. Margins: Left: 1.50 inches  
Right: 1.0 inches  
Top 1.0 inches  
Exceptions: pages with major headings and chapter designations should have a 2 inch top margin. Included are the title page, approval page, and the abstract.  
Bottom 1.0 inch  
Left justification only. Do not use right justification.
11. Centering: Anything that is to be centered on a page should be centered within the margins noted above.
12. Numbering of pages: see Order of Contents and Pagination Guidelines, below.
13. Paragraph indentation: Word processing programs have a standard indentation of five or eight spaces. Either is acceptable, but be consistent throughout the project.
14. Last and first lines of paragraphs: keep a minimum of two lines of text together when a paragraph continues from the bottom of a page to the top of the next page. That is, avoid “widows,” which occur when the last line of a paragraph spills over to the top of the next page as a single line. Also, avoid “orphans,” which occur when the first line of a paragraph appears by itself on the bottom of a page.
15. Avoid dividing footnotes or parenthetical references between two pages.

### **Writing an Abstract**

The abstract informs a reader about the nature of your work. The abstract should be no more than 100 words. In the abstract:

- a. Summarize the subject of your work.
- b. Describe the research method that you followed.
- c. State the results of your study or research.
- d. End with recommendations or conclusions.

## **Order of Contents and Pagination Guidelines**

### Preliminary Matter I

A page number (small Roman numeral) is *assigned* to each page of the preliminary matter, but the page number is *not* typed on these pages:

Title Page (see example at the end of this Appendix)

Copyright page (optional)

Approval Page (see example at the end of this Appendix)

Dedication (optional)

Epigraph (optional)

### Preliminary Matter II

Continuing the pagination assigned to the previous pages of Preliminary Matter, assign a small Roman numeral to each of these pages, *and type the page number on the bottom of each page*:

Table of contents

List of illustrations, if any

List of tables, charts, if any

List of abbreviations, if any

Acknowledgements (optional)

Abstract (see example at the end of this Appendix)

Preface (optional)

### Text of the Project, thesis, or project-thesis

Start with Arabic number 1 and follow Turabian's guidelines for the placement of page numbers on the remaining pages.

### Appendix, if any

Continue using Arabic numbers

### Bibliography or reference lists

Continue using Arabic numbers