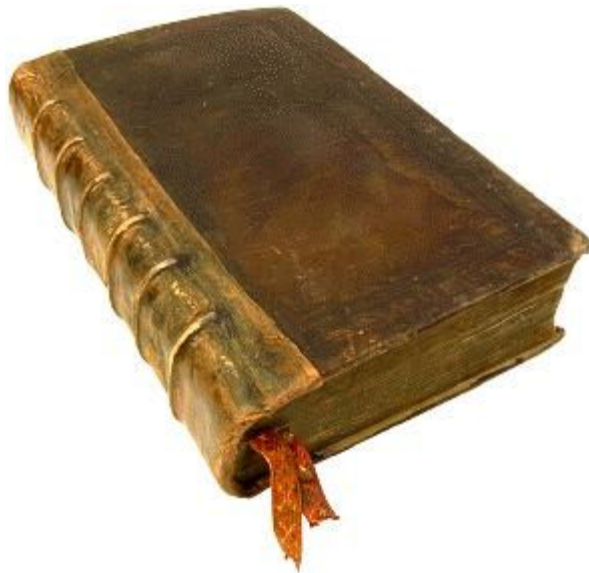




**Friends International
Christian University
Dissertation Writing Guide**



Christian Degree Programs

- Undergraduate Programs
- Graduate Programs
- Postgraduate Programs
- Life Time Learning Assessment

General Guidelines

This manual has been developed to assist the graduate or post-graduate student in the preparation of a thesis or dissertation project. While we do not want to set up writing rules, there are some basic guidelines that should be followed to conform to accepted academic standards. Please treat these guidelines as suggestions that will enable you to produce a work that you and FICU will proudly display for years to come.

Services Offered

FICU offers to every student the opportunity to have their dissertation typed, formatted, printed and bound at low cost. Students who desire to use these services may send their dissertation, whether hand written, typed or electronic format, to hopemeza@ficu.edu or call (800) 509-7009 to receive a cost and time frame quote. All dissertation/thesis papers are guaranteed to be accepted by FICU. The student will receive a copy of the bound dissertation as well.

Length

A Thesis or dissertation must be long enough to present the information, research findings, discussion of the topic, critical analysis, etc. in sufficient detail so the reader can understand what was intended. Some topics will require greater detail than others. Some projects (for example a training manual prepared for a special field) might require less discussion and more graphic material. As a rough guideline however, we expect the thesis or dissertation to be at least 150 – 250 pages.

Quality

The expectation is that a thesis or dissertation will be a document of **high quality**. The study must be a significant demonstration of your general knowledge of the topic, and contribute to the existing levels of knowledge in the particular discipline and/or field of study. The reader should be left with an appreciation for your achievement and an understanding of the significance of your work.

Spelling, grammar, structure and formatting are very important when presenting your final draft. Take the time to proof your thesis/dissertation at least three times in order to fine tune your final draft.

Form

There are several possible forms that your work may take, depending upon the field you are in and your own educational goals.

Scientific Research Reports

These are suitable in the social and behavioral sciences, the health sciences. The general format of this type of study is as follows:

- Present a hypothesis
- Design an experiment to test the hypothesis
- Develop reliable tests and measures with adequate controls
- Conduct the experiment

- Report the results along with suggestions for further research

Philosophical/Theoretical Contributions

In this form, you begin with a thorough demonstration of familiarity with all of the previous work on the topic under discussion. Then you go on to make your own original contributions to the topic. You either present the read with a new way of looking at the topic or you provide a critical assessment of previous work along with your own suggestions for a different way of dealing with the topic.

Historical and Biographical Inquiries

Option A: Here you begin with previous work in the field then go on to explore new territory. Using previously unused source materials, or by reinterpretation of source materials used by others, you fashion your own set of hypotheses on the topic and document your conclusions with adequate materials and proofs

Option B: *Innovative project.* You are exploring new territory and need to document what you did and why. Also document the significance of what you have done. For example, you might design a new evangelistic seminar program. Your work would describe your project in complete detail as well as giving the background for your work

- What is your design
- Why have previous approaches not worked (your opinion)
- Why your design would be more effective

Proposal Development

Before you begin your thesis or dissertation, you must present a proposal to your Academic Advisor that states in detail the topic that you will be writing about in your major study. This proposal will enable you to think through the goals of your work as well as the means you will use to reach those goals.

A proposal should be at least one page in length, no more than three pages total, and should detail the topic, the rationale for choosing the topic, the means that will be used to do the research, and the type of literature that will be utilized. If you will be doing a research project, list the hypotheses and describe the type of research to be followed. Once your advisor approves your proposal, you can begin to work on your project.

Style

When you are ready to write your thesis or dissertation, it would be helpful to read this manual carefully.

Behavioral sciences have developed a style well-suited to presenting information. You may want to refer to “Publication Manual of the American Psychological Association, 3rd edition” Washington DC: Banta Co., 1983.

There are also many on-line resources available. You may download a template for Microsoft Word from the Microsoft web-site. Alternatively, there are many software

programs you can download that will automatically format the information you enter into an acceptable form.

No matter the form or style, all formatting must be according to this manual's instructions.

Dissertation Formatting

Dissertation formatting must be configured to adhere to the protocol of written submissions.

Font

- New Times Roman

Paragraph

- Double space between lines

Font Size

- Smallest acceptable is 12pt
- Largest acceptable is 14 pt
- 16pt for Chapter Headings in **bold**
- No underlines
- Do not post all capital letters (example: CHAPTER ONE should be Chapter One)

Margins

- 1.5 inches Margin Left
- 1 inch Margin right

Scripture Reference

- 1 inch indent on right and left side
- *Italics* only – do not use bold
- Book & Verse Reference under the scripture, left aligned
- Scripture references taken from Gateway or another reference website must be retyped, as not to show boxes or underlines.

Content

- Do not use numbers please spell out the word such as Five-Fold Ministry, not “5-fold ministry”
- Please read and check the grammar for missing comma's and additionally needed punctuation.
- All chapters must begin with a new page
- Block style all chapters
- The introduction is an 'Abstract', not an introduction or forward

- Page numbers must be on the right hand side, in the footer of the bottom of each page, excluding the title page
- Roman Numerals for the appendixes and biographical references.
- Footnotes must be in the footer of the page, not included in the content portion of the page
- No duplicate information should be presented
- Do not refer to the dissertation as a 'book'
- 'Thank You' or 'Dedicated To' pages are not to be used unless the reference is part of your research context.

Abstract

An abstract is a condensed statement of about 250-500 words that provides the reader with enough information to understand what your thesis/dissertation was about. Every thesis or dissertation submitted to FICU must be accompanied by an abstract that goes into your permanent file. The abstract should consist of:

- A statement of the purpose and objectives, or a short statement of the problem, hypothesis, or major question to be answered
- A brief description of the methods and procedures employed in gathering data or in doing the research or theoretical constructions
- A condensed summary of the findings or results of the study

Documentation

Your thesis/dissertation must document the sources of information used in your study. You must select only one format and be consistent throughout the body of the work. Regardless of the style chosen, your work must provide a list of references or a formal bibliography. You must use one of the following systems of documentation:

- Footnote – bibliography format
- Reference cited format
- Author and year format
- Author and number format

Organization

- Preliminaries – the work should consist of the following preliminary pages:
 - Title Page -- this page presents the full title of the work, the full name of the author, the name of the school, the degree sought and the month and year of submission. *See sample cover page*
 - Table of Contents – the table should list all elements of the preliminaries, the chapter titles, the main headings and subheadings of any materials in the appendix. *See sample table of contents*
 - List of Tables – if you use any tables, figures, or plates, these should be listed on a page following the table of contents. *See sample list of tables*
- The Text (formal research study format)
 - Chapter 1 – The Problem
 - ⌚ Introduction
 - ⌚ Statement of the problem
 - ⌚ Purpose and objectives of the study
 - ⌚ Scope of the study (limitations)

- ⌚ Summary and overview of remaining chapters
- Chapter 2 – Literature Review
 - ⌚ Introduction
 - ⌚ Literature review
 - Analysis of literature relevant to the project
 - Theories and research in the field both supportive and opposed to the problem
 - Summary
- Chapter 3 – Design of the Study
 - ⌚ Introduction
 - ⌚ Description of research methodology
 - ⌚ Description of research design
 - Hypothesis
 - Definition of terms
 - Methodological assumptions and weakness
 - Scope of study
 - Procedure utilized
- Chapter 4 – Results
 - ⌚ Introduction
 - ⌚ Statistical analysis of the data
 - ⌚ Summary of findings
- Chapter 5 – Summary, Conclusion, and Recommendations
 - ⌚ Introduction
 - ⌚ Review of purpose and methods
 - ⌚ Summary and implications
 - ⌚ Suggestions for further research
 - ⌚ References/bibliography
- The Text – Less Formal, Analytic Project Format
 - Chapter 1 – The problem or subject under discussion
 - ⌚ Introduction
 - ⌚ Statement of topic and your rationale for its selection
 - ⌚ Scope of the study
 - ⌚ Summary and overview of remaining chapters
 - Chapter 2 (for as many chapters as needed to do the project justice) – includes literature review
 - ⌚ Problem
 - ⌚ Subject
 - ⌚ Topic
 - Chapter (final one)
 - ⌚ Summary
 - ⌚ Conclusions
 - ⌚ Recommendations
 - ⌚ References/bibliography
 - ⌚ Appendix (if necessary)

Dissertation Printing & Binding

PRIOR TO SENDING YOUR DISSERTATION, CALL FOR CURRENT PRICES

Ardis Mankin at (619) 521-0348

Your dissertation must be approved in its entirety before it can be bound. After final approval by your Academic Advisor, you may send your dissertation to the following address:

Western Bookbinding
3457 Euclid Avenue
San Diego, CA 92105
(619) 521-0348

Your dissertation must be printed on **Southworth Fine Linen paper WHITE, at least 24 lb, or a quality paper equal to**. Any other color, including ivory, will not be accepted.

When sending your dissertation to Western Bookbinding, please be sure to include the following:

- Printed Dissertation (if you are requesting 2 copies, you must send 2 separate printed copies. For 3, send 3 separate printed copies and so on)
- Southworth Fine Linen Paper – 24 lb White (enough for the number of copies you have requested) - **keep in mind that your dissertation is printed on one side only (NOT double sided)**
- A letter to Western Bookbinding with a breakdown of what is enclosed in your package and instructions to send one copy to FICU and one to your address
- A check or money order for the amount given to you by Ardis Mankin.

Sample Documents for Reference

The following documents are samples for your use. Please use this as a reference when creating your own thesis/dissertation.

Your project should be presented in the following order. This order will be reflected in a table of contents that should look professional, list the page numbers associated with each section, and be easy to use. You may have more chapters than listed below, but this will provide a basic structure and is the minimum of what should be included in your project.

**The Tri-Part Man:
Why Aren't You
Functioning Properly?**

**By
Clory Evans**

A dissertation
submitted in partial fulfillment
of the requirements for the degree of
Doctor of Religious Education
to

FRIENDS INTERNATIONAL CHRISTIAN UNIVERSITY

2007

Table of Contents

List of Tables (page #)
List of Figures (page #)
Chapter 1 (will include the following): (page #)
 Introduction
 Purpose
 Problem
 Method & Procedures
Chapter 2 (to include the following) (page #)
 Background of the study
 Review of Research
 Description of the study sample
Chapter 3 (to include the following) (page #)
 Analysis of the Data
Chapter 4 (to include the following) (page #)
 Findings and Interpretations
Chapter 5 (to provide a conclusion) (page #)
Bibliography (page #)
Summary of Tables (page #)
Profile Scan (page #)

Bibliography

1. Accelerated Christian Education Inc., Facts About Accelerated Christian Education (Accelerated Christian Education Inc., P.O. Box 1438 Lewisville, TX 75067-1438)
2. H. Edward Rowe, True Education: What Every Parent Needs to Know....., (Accelerated Christian Education Inc., P.O. Box 1438 Lewisville, TX 75067-1438)
3. Computer Ware, Educational, Entertainment, and Home Software, Computer Ware, 1032 11 th Street, Modesto, CA 95354.....
4. Jay Kessler, Raising Responsible Kids, Wolgemuth & Hyatt Publishing

List of Tables

Table 1 - Comparison of emotions motivating behaviors (*this is only an example – do not use this table for any other purpose*)

