



BJU SEMINARY
EST. 1932



THE GUIDE TO
Doctoral Studies
2019–2020

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PART I: Doctor of Ministry Degree

PROGRAM DESCRIPTION

In support of the Division of Professional Ministry Studies' commitment to developing students' biblical interpretation and practical ministry skills, the Doctor of Ministry (DMin) sharpens the minister in leadership, preaching, and teaching. DMin courses are taught by selected resident and adjunct faculty who are experts in their teaching fields and blend lectures, peer learning, and experientially oriented projects.

ADMISSION REQUIREMENTS

Acceptance into the DMin program requires strong Christian character, substantial pastoral experience, and outstanding academic performance. Apply through the Admission office (www.bju.edu/apply or 1-800-252-6363) with the following documentation:

- A one-page letter of intent, stating the applicant's reasons for pursuing the DMin and his general plan for completing the degree. The letter must include a statement of unqualified agreement with the BJU creed and a statement in support of the theological and philosophical emphases of BJU Seminary.
- A professional curriculum vitae describing in detail the applicant's ministerial education and experience.
- An employer letter confirming a minimum of two years of full-time or three years of bi-vocational ministry experience as an assistant or associate pastor, pastor, evangelist, missionary, or teacher in a Christian educational institution.
- An employer letter confirming that the applicant is currently serving in one of the ministry positions listed above.
- Official transcripts for a completed bachelor's degree from an accredited school, which presumes that the applicant has received credit in at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural science/mathematics.
- Official transcripts for a completed Master of Divinity degree from an accredited seminary. Alternative master's degrees may qualify, at the discretion of the associate dean and the professional ministry programs coordinator. In such cases, the applicant may be required to take graduate leveling courses to ensure that he is adequately prepared for doctoral work.
- A minimum 3.0 GPA on a 4.0 scale in all previous graduate work and/or degree programs.
- Documentation of TOEFL scores for students who speak English as a second language. For the paper-based test, a minimum score of 600 is required; for the computer-based test, a minimum score of 250 is required; for the internet-based test, a minimum score of 100 is required.
- Two recommendation letters. One of these must be from a present or former pastor (on church letterhead) and the other from a lay leader. These letters should testify in detail to the applicant's Christian character and ministry giftedness and experience.
- A graduate-level research paper covering a biblical or theological topic of the applicant's choosing, fully documented following the Turabian research paper format (fifteen-page minimum, in English; regarding Turabian, see Appendix B below). This paper must clearly demonstrate the skills necessary for doctoral work, including the following: in-depth exegesis, mature theological analysis, and a high level of competency in research and writing. The paper may be adapted from previous graduate studies. It must, however, reflect the best academic work of which the applicant is currently capable. It must also incorporate substantial interaction with recent scholarly literature related to the topic of the paper.

Once the applicant submits the above documentation, the Seminary office will contact him to arrange an interview with the associate dean and the professional ministry programs coordinator. At the interview, the applicant will be asked questions regarding his Christian testimony, theological and philosophical positions, ministry experience, academic qualifications, and vocational goals. The interview may be conducted in person or via internet or phone.

Once the interview has been conducted, the applicant's materials will be reviewed by the Doctoral Admission Committee (composed of the associate dean, the professional ministry programs coordinator, the PhD program coordinator, and at least two other faculty members). If the committee approves the application, it will be referred to the University Academic Council for a final decision. The professional ministry programs coordinator will inform the applicant of the determination regarding his application.

GENERAL PROGRAM REQUIREMENTS

The associate dean supervises overall Seminary academics. Under his direction, the professional ministry programs coordinator functions as the academic advisor for DMin students, following the progress of each one to ensure that program requirements are satisfied in a timely manner.

The DMin is a professional-development program consisting of thirty-two doctoral-level credits. This includes twenty-six credits of coursework. Of these, a minimum of eleven credits must be completed through courses that include a one-week, on-campus module. The remaining credits of coursework may be attained through additional modular courses, livestreamed courses, online courses, a teaching practicum, and/or an independent study course. The final six DMin credits relate to the research project/dissertation, a capstone experience concerning some dimension of the ministry of expository preaching (typically around 35,000 words).

The DMin program is typically completed through three years of coursework (approximately three courses per year) and two years of writing the research project or dissertation. A maximum of six years is allowed for the completion of all degree requirements, including the writing of the research project or dissertation. A maximum of six credits from an accredited institution may be accepted toward the requirements of the DMin, at the discretion of the associate dean and the professional ministry programs coordinator.

All DMin students are expected to maintain the highest academic standards, consistently achieving a minimum 3.0 GPA on a 4.0 scale throughout their program. In addition, all doctoral students must achieve a minimum grade of B- in individual courses. A doctoral student may repeat up to three credits of coursework in which he received a grade lower than a B-. The grades for each course attempt will remain on the student's academic record; however, only the grade achieved in the second attempt will count toward the student's GPA. Beyond this limited grade-forgiveness policy, a course grade of C or below will disqualify a student from a doctoral degree from BJU Seminary.

SPECIFIC PROGRAM REQUIREMENTS

Program Learning Outcomes: The student will . . .

1. Apply principles of interpretation to Scripture
2. Apply Scripture to practical questions and problems of life for sermonic development
3. Create and defend a research project or dissertation related to expository preaching

Curriculum: 32 Credits, divided as follows:

11 Core Credits:

- SPM 845 Application of Expository Preaching (3)
- SPM 891 Research & Writing Seminar (2)
- SPM 896 Research Project/Dissertation Prospectus (1)
- SPM 897 Research Project/Dissertation I (2)
- SPM 898 Research Project/Dissertation II (2)
- SPM 899 Research Project/Dissertation Defense (1)

12 Preaching/Teaching Credits, selected from the following:

- SPM 833 Expository Preaching from Biblical Historical Narrative (3)
- SPM 836 Expository Preaching from Old Testament Poetry (3)
- SPM 838 Expository Preaching from Prophecy (3)
- SPM 841 Expository Preaching from the Epistles (3)
- SPM 843 Expository Preaching from the Gospels (3)
- SPM 849 Teaching Practicum (3)

9 Interdisciplinary Credits, selected from the following:

- SPM 853 Biblical Ministry to the Addicted (3)
- SPM 860 The Pastor's Spiritual Growth & Development (3)
- SPM 861 Theology & Development of Leadership (3)
- SPM 862 Knowing & Loving God (3)
- SPM 864 The History of Preaching (3)
- SPM 871 Theology & Application of Worship (3)
- SPM 872 Church Growth & Shepherding (3)
- SPM 890 Independent Study (3)

OVERVIEW OF THE DMIN COMPLETION PROCESS

1. Complete coursework.

Once accepted into the DMin program, the student will confer with the professional ministry programs coordinator to plan a tentative schedule for completion of the degree. The student is required to enroll in at least one course each semester. It is also strongly recommended that he enroll in a course each summer.

If a student faces highly extenuating circumstances during the academic year (e.g., extended illness, severe family crisis), he may request a one-semester pause in his studies by completing an Enrollment Exemption Request Form, available from the Seminary office. A DMin student is permitted no more than two such pauses in his program. In addition, he must still complete the degree within his overall six-year time limit.

In order to prepare for academic research and writing throughout his program, a student should take SPM 891 Research & Writing Seminar within the first year of enrollment. This course is offered in residence the week preceding the DMin module offered in June.



2. Submit a research project/dissertation proposal.

Throughout his doctoral studies, the student should be exploring possible research project/dissertation topics and discussing them with his professors and the professional ministry programs coordinator. He should plan to narrow down his topic during the final year of coursework.

For the initial semester following completion of coursework, the student will register for SPM 896 Research Project/Dissertation Prospectus. Early during this semester, he will submit a proposal. This proposal should be two double-spaced pages and should briefly (1) state the thesis/purpose, (2) defend the need for the proposed study, (3) summarize the envisioned plan for developing the study, and (4) include a preliminary bibliography. The student should send the proposal to the academic coordinator (seminary@bjv.edu), who will forward it to the associate dean and the professional ministry programs coordinator for consideration. Within approximately two weeks the professional ministry programs coordinator will communicate to the student the response to the proposal. Sometimes more than one iteration of the proposal is required before approval is given.

3. Write the research project/dissertation prospectus.

The prospectus is a fifteen- to thirty-page document that more fully introduces the thesis/purpose and plan for the research project/dissertation. The prospectus should be organized according to the following sections:

- Introduction—background to the topic/thesis
- Need—why the research project/dissertation needs to be written
- Statement of Purpose—exactly what the researcher/writer intends to accomplish through the project, including a clearly articulated thesis
- Definitions (if deemed necessary)

- Presuppositions (if deemed necessary)
- Delimitations—identifies matters that are related to the topic but that the researcher/writer does not intend to discuss; should include justification for setting aside these issues (e.g., the subject is adequately covered by another author, the subject is too broad to treat adequately in this research project/dissertation, the subject is not essential to the thesis); should footnote resources that provide coverage of delimited issues
- Previous Works (typically the longest section of the prospectus)—surveys past studies related to the topic, evaluating all major relevant literature, typically in a narrative format; argues for the relevance of the research project/dissertation, demonstrating its connection and contribution to its field
- Method of Procedure—the strategy to be followed in order to solve the problem or cover the topic, including an anticipated chapter-by-chapter breakdown
- Preliminary Bibliography—lists the sources that the student plans to research and build upon during the research project/dissertation process



The student should submit the prospectus to the academic coordinator (seminary@bjv.edu) no later than two complete weeks prior to the last day of regular classes of the semester during which he is registered for SPM 896. The professional ministry programs coordinator will then appoint the dissertation committee, and the prospectus will be distributed to the committee members. The student may request specific committee members, but due to faculty load requirements we cannot guarantee that we will be able to grant such requests. The dissertation committee will consist of two primary members—the chairman and the primary reader—and one “end” reader. The end reader will evaluate the prospectus but will not read the research project/dissertation chapter by chapter. He will evaluate the defense draft and will participate in the oral defense. All committee members are available for consultation throughout the research and writing process.

It is possible that the committee will ask the student to revise the prospectus before approving it. Once the committee approves the prospectus, the student is considered a doctoral candidate.

4. Write individual research project/dissertation chapters.

For the initial semester in this stage, the candidate will register for SPM 897 Research Project/Dissertation I. The next semester he will register for SPM 898 Research Project/Dissertation II. If he is not prepared to register for SPM 899 Research Project/Dissertation Defense after taking SPM 898, he must register again for SPM 898 the following semester and continue to register for SPM 898 each semester until he is ready to defend the dissertation.

As he completes each chapter, the candidate should submit it to the academic coordinator (seminary@bju.edu), who will distribute it to the primary committee members. A student may not submit a chapter until the preceding chapter has been approved. This allows the readers to identify problems before they affect several chapters. In this regard, the candidate should not plan to rush multiple chapters toward the end of the research project/dissertation process (though the complete bibliography may be submitted simultaneously with the final chapter).

The committee members will read and evaluate each chapter and return it to the candidate through the academic coordinator, who will track the candidate's overall research project/dissertation progress. In order to be evaluated during a semester, a chapter must be submitted no later than two complete weeks prior to the last day of regular classes. The candidate can expect chapters to be returned two to three weeks after submission. If he does not receive a chapter back within that time frame, he should contact the academic coordinator.

Note that the faculty do not evaluate research project/dissertation work during the various breaks in the academic year. Chapter evaluations may be available during the summer break by special arrangement with the Seminary office. See the appendices below for further detail concerning the research, writing, formatting, and submission of research project/dissertation work. As a benchmark for research and writing, the Seminary office can provide the student with assessment rubrics specifying the criteria the committee will use in evaluating submissions.

The committee will return each chapter indicating either "Approved with Corrections" or "Rewrite." If a chapter is marked "Approved with Corrections," the candidate must make the corrections indicated, but he does not need to resubmit the chapter until the defense draft. He would do best, however, to make the corrections immediately, while the content of the chapter is fresh in his mind. If a chapter is marked "Rewrite," the candidate must rewrite it in accordance with the committee's directions, and he must submit the rewritten chapter before proceeding to additional chapters.

Especially at the beginning of the process, the rewriting of one or two chapters is common and does not disqualify the candidate or the research project/dissertation. On the other hand, the candidate should not view the first submission of any chapter as a "rough draft." It should be of such quality that he is submitting it with the intention of gaining the committee's approval. In addition, the candidate has only three opportunities for submitting an individual chapter. Doctoral candidacy will be terminated if the third submission of any chapter is not approved.

5. Submit the research project/dissertation defense draft.

The semester the candidate plans to defend his research project/dissertation he will register for SPM 899 Research Project/Dissertation Defense. If he has not done so already, he should incorporate all the changes that the committee members have indicated during the writing of the first draft. In addition, he has some latitude to make other adjustments that he thinks would improve the research project/dissertation. The candidate should contact his chairman if he has any questions concerning the magnitude of such adjustments. It is likely that the prospectus will especially need revision to reflect the final progression and findings of the research project/dissertation.

The candidate should combine all chapters into one document and add the front matter, following the order indicated in the BJU Seminary Style Manual (see Appendix B below). He should order five spiral-bound

copies of the defense draft (double-sided printing)—one for each committee member, one for the associate dean, and one for himself. Dissertation-related printing may be conveniently done through the Bellis Copy Center (submitting a single PDF file via www.belliscopycenter.com). The Seminary's copies should be delivered to the academic coordinator, who will schedule the oral defense. The defense will be held a minimum of two weeks after submission of the defense draft.

6. Defend the research project/dissertation.

The defense is a formal, academic evaluation open only to the candidate, his committee members, and any other BJU faculty members who choose to attend. As a single exception to this rule, other doctoral students may silently observe the defense as a way of preparing for their own.

The candidate should bring to the defense twice as many signature pages as the number of dissertation copies he will be ordering. The signature pages must be printed on thesis paper. The candidate should also bring the Form for Photocopying and Binding Graduate Papers, available from the Seminary office.

The committee chairman will moderate the defense. First, the candidate will give an oral presentation that provides an overview of the research project/dissertation (no more than twenty minutes). If he would like to use a data projector for this presentation, he must make arrangements with the academic coordinator. Since the committee will have recently read the research project/dissertation, the presentation should not be a rundown of the content of each chapter. Instead, the candidate should summarize the thesis/purpose and answer these kinds of questions:

- Why did he choose his topic?
- How did he arrive at his thesis/purpose?
- Why did he choose his particular methodology?
- What problems did he face in the process?
- How does the evidence prove his thesis, and/or how does his material accomplish his purpose?
- What additional interesting discoveries did he make in the process of research?
- How does the project contribute to the church?
- How did the research project/dissertation process help him personally and professionally?

The defense proper follows the overview. Typically, this will proceed chapter by chapter, and each committee member will have the opportunity to ask questions and make comments. The focus will be on the content of the research project/dissertation, though major matters of form may also be addressed.

Defenses usually last two to three hours. Once the committee members have completed their questioning, the candidate will be dismissed from the room while they deliberate. He will then be invited back into the room and informed if he has passed the defense. He will also be notified if major revisions will be required or if a second defense must be scheduled once revisions are complete. The defense draft copies will be returned to the candidate with any suggestions for further adjustments.

Once the candidate has successfully defended the research project/dissertation, the committee members will sign his signature pages. The writer should deliver these to the academic coordinator. He should also complete the Form for Photocopying and Binding Graduate Papers and submit it to the academic coordinator physically and electronically (seminary@bju.edu). As the dissertation process is completed, the writer will need to check his email daily in order to facilitate communication with the various parties involved.

7. Submit the Chairman's Draft(s) of the research project/dissertation.

From this point forward, all printing must be done through the Bellis Copy Center. Within two weeks of the defense, the writer should submit a corrected draft to the Copy Center (single PDF file via www.belliscopycenter.com), specifying that it is the Chairman's Draft. The writer will not pick up a hard copy of this draft at the Copy Center; it will be delivered for him to the chairman. The Chairman's Draft will be printed in black and white; therefore, while shading is available for charts and graphs, color is neither available nor necessary for this draft, even if there are color pages in the document.

The purpose of the Chairman's Draft is to identify and correct any remaining formatting problems. See Appendix A for details. From the time the initial Chairman's Draft is submitted, the writer has two weeks to finalize all corrections. When the chairman is satisfied with the document, he will inform the writer that the document has been approved and is now the final draft. The chairman will inform the Copy Center that this most recent file is the approved version. The Seminary office will then obtain the Registrar's signature for the signature pages. No changes may be made to the document after this point.

8. Await final copies of the research project/dissertation.

The Bellis Copy Center will print the number of copies specified on the Form for Photocopying and Binding Graduate Papers. If any pages are to be printed in color, the writer should draw the Copy Center's attention to this information on the form.

Once the research project/dissertation has been approved for duplication, the writer should complete the Distribution Agreement for the Theological Research Exchange Network (TREN), available from the Seminary office. This form should be submitted to the academic coordinator in hard copy and digitally (seminary@bjv.edu).

The Seminary office will oversee the duplication, binding, and distribution of final copies. The Bellis Copy Center copies will be delivered to the Seminary office for insertion of the signature pages and will then be taken to the Mack Library to be prepared for binding. Two hardbound copies will be made for the Mack Library. These must be duplicated by the Bellis Copy Center on thesis paper and bound through the Mack Library. The writer may request additional spiral-bound or hardbound copies on either thesis or plain paper. All signature pages must be original and bear original signatures. The writer will bear the cost of all duplication and binding; this cost will be billed to his account. The Seminary office can provide current pricing information, though all prices are subject to change without prior notification. Delivery of hardbound copies requires approximately four months.

PART II: Doctor of Philosophy Degree

PROGRAM DESCRIPTION

In support of the Division of Graduate Studies' commitment to develop students' understanding and skills in the content, theology, interpretation, and application of Scripture, the Doctor of Philosophy (PhD) degree in Theological Studies provides advanced preparation for those who desire to teach Bible/theology on the college or graduate level and/or to engage in a ministry of theological research and writing. PhD courses are taught by selected resident and adjunct faculty who are experts in their teaching fields and blend lectures, peer learning, and experientially-oriented projects.

ADMISSION REQUIREMENTS

Acceptance into the PhD program requires strong Christian character and leadership as well as outstanding academic performance. Apply through the Admission office (www.bju.edu/apply or 1-800-252-6363) with the following documentation:

- A one-page letter of intent, stating the applicant's reasons for pursuing the PhD and his general plan for completing the degree. The letter must include a statement of unqualified agreement with the BJU creed and a statement in support of the theological and philosophical emphases of BJU Seminary.
- A professional curriculum vitae describing in detail the applicant's ministry education and experience.
- Official transcripts for a completed bachelor's degree from an accredited school, which presumes that the applicant has received credit in at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural science/mathematics.
- Official transcripts for a completed Master of Divinity degree from an accredited seminary or for BJU Seminary's Master of Arts in Biblical Language and Literature. Alternative master's degrees may qualify, at the discretion of the associate dean and the PhD program coordinator. In such cases the applicant may be required to take graduate leveling courses, to ensure that he is adequately prepared for doctoral work.
- Official transcripts for any additional graduate studies completed, e.g., Master of Theology degree.
- A minimum 3.5 GPA on a 4.0 scale in all previous graduate work and/or degree programs.
- Documentation of TOEFL scores for students who speak English as a second language. For the paper-based test, a minimum score of 600 is required; for the computer-based test, a minimum score of 250 is required; for the internet-based test, a minimum score of 100 is required.
- Two recommendation letters. One of these must be from a present or former pastor (on church letterhead), testifying in detail to the applicant's Christian character and ministry giftedness and experience. The other letter must be from a present or former graduate-level professor (on institutional letterhead), confirming in detail the applicant's academic qualifications for doctoral work.
- A graduate-level research paper covering a biblical or theological topic of the applicant's choosing, fully documented following the Turabian research-paper format (twenty-five-page minimum, in English; regarding Turabian, see Appendix B below). This paper must clearly demonstrate the skills necessary for doctoral work, including the following: in-depth exegesis, mature theological analysis, and a high level of competency in research and writing. The paper may be adapted from previous graduate studies. It must, however, reflect the best academic work of which the applicant is currently capable. It must also incorporate substantial interaction with recent scholarly literature related to the topic of the paper.

Once the applicant submits the above documentation, the Seminary office will contact him to make arrangements for two matters:

- PhD entrance examinations. These exams cover a variety of topics pertinent to the PhD program, including Hebrew and Greek proficiency, but assess in most depth the applicant's chosen field of concentration. The exams are taken online over a two-day period. The academic coordinator will provide study guides for the exams. If the applicant does not pass an exam, he will have the opportunity for one retake. An applicant will not be accepted into the program until he passes the exam for his chosen concentration. He may not take coursework in another subject until he passes the exam related to that subject.
- Admission interview with the associate dean and the PhD program coordinator. The applicant will be asked questions regarding his Christian testimony, theological and philosophical positions, ministry experience, academic qualifications, and vocational goals. The interview may be conducted in person or via internet or phone.



Once the interview has been conducted, the applicant's materials will be reviewed by the Doctoral Admission Committee (composed of the associate dean, the professional ministry programs coordinator, the PhD program coordinator, and at least two other faculty members). If the committee approves the application, it will be referred to the University Academic Council for a final decision. The PhD program coordinator will inform the applicant of the determination regarding his application.

GENERAL PROGRAM REQUIREMENTS

The associate dean supervises overall Seminary academics. Under his direction, the PhD program coordinator functions as the academic advisor for PhD students, following the progress of each one to ensure that program requirements are satisfied in a timely manner.

The PhD in Theological Studies requires a total of sixty doctoral-level credits, twenty-seven from the interdisciplinary core and thirty-three in a concentration of the student's choice: Old Testament Interpretation, New Testament Interpretation, or Biblical and Systematic Theology. The total required credits are reduced to thirty-six for those entering the program with an approved Master of Theology degree, with specific requirements determined in consultation with the PhD program coordinator.

The PhD in Theological Studies may be obtained in residence at BJU Seminary and/or through semester-long hybrid courses that blend independent study, online interaction, and one-week on-campus modules. Nine credits of doctoral coursework per semester are considered a full-time load. This rate would require approximately three years for the completion of coursework. Following coursework, a student should anticipate an additional three years for the completion of the comprehensive examinations and the dissertation.

For resident students, a maximum of seven years is allowed for the completion of all degree requirements; for non-resident students, a maximum of nine years is allowed. For those entering with a ThM degree, the

maximum time limit for degree completion is adjusted to five years for resident students and seven years for non-resident students. These time limits include the writing of the dissertation. A maximum of nine credits from an accredited institution may be accepted toward the requirements of the PhD, at the discretion of the associate dean and the PhD program coordinator.

All PhD students are expected to maintain the highest academic standards, consistently achieving a minimum 3.5 GPA on a 4.0 scale throughout their program. In addition, all doctoral students must achieve a minimum grade of B- in individual courses. A doctoral student may repeat up to three credits of coursework in which he received a grade lower than a B-. The grades for each course attempt will remain on the student's academic record; however, only the grade achieved in the second attempt will count toward the student's GPA. Beyond this limited grade-forgiveness policy, a course grade of C or below will disqualify a student from a doctoral degree from BJU Seminary.

The PhD degree requires proficiency in a research language, typically German, confirmed by an examination toward the midpoint of a student's coursework. The program culminates with three capstone experiences: a teaching internship, a battery of oral and written comprehensive examinations, and a scholarly dissertation (typically 75,000 to 100,000 words).

Each semester the PhD program hosts the Theological Research Symposium, a forum for faculty and doctoral students to present and respond to scholarly papers. Resident PhD students in the coursework phase are required to attend, and all other PhD students are encouraged to attend.

In addition to curricular requirements, each PhD student is required to participate in two substantial professional-development activities during his program. Possibilities include presenting a paper at a scholarly meeting (including the Theological Research Symposium), publishing a paper in a scholarly journal, or teaching a modular course in an international Bible college. These activities are arranged in consultation with the PhD program coordinator.

PROGRAM CORE

Program Learning Outcomes

The student will . . .

1. Interpret Scripture in the original languages based on sound hermeneutics
2. Assess theological issues following a precise methodology

Curriculum (27 credits)

SNT 840 New Testament Hermeneutics & Exegetical Method (3)

SOT 840 Old Testament Hermeneutics & Exegetical Method (3)

STh 805 Theological Research & Writing (3)

STh 810 Theology & Philosophy of Ministry (3)

STh 850 Advanced Theological Method (3)

STh 871 Historical Theology: Ancient & Medieval Times (3)

STh 872 Historical Theology: Reformation to Modern Times (3)

STh 941 Advanced Biblical Theology (3)

STh 945 Seminar in Biblical Intertextuality (3)

OLD TESTAMENT INTERPRETATION CONCENTRATION

Cultivates sound hermeneutical theory and exegetical method. Develops mastery of the background, languages, content, and theology of the Old Testament. Equips the student for in-depth research, writing, and teaching on the Old Testament.

Program Learning Outcomes

The student will . . .

1. Interpret the Hebrew/Aramaic Old Testament at an advanced level
2. Evaluate key contributors, literature, theories, trends, and movements in the field of Old Testament studies
3. Teach original college-level lessons in the field of Old Testament studies
4. Compose original scholarly writings in the field of Old Testament studies

Curriculum (33 credits)

SOT 801 Biblical Aramaic (3)

SOT 809 Septuagint (3)

SOT 850 Seminar in Old Testament Backgrounds (3)

SOT 901 Advanced Hebrew Exegesis: Poetical Books (3)

SOT 902 Advanced Hebrew Exegesis: Isaiah (3)

SOT 935 Seminar in Problems of Old Testament Interpretation (3)

SOT 955 Seminar in Advanced Old Testament Theology (3)

STh 991 Teaching Internship (3)

STh 992 Comprehensive Examinations (1)

STh 993 Dissertation Prospectus (1)

STh 994 Dissertation Research I (2)

STh 995 Dissertation Research II (2)

STh 996 Dissertation Research III (2)

STh 997 Dissertation Defense (1)

NEW TESTAMENT INTERPRETATION CONCENTRATION

Cultivates sound hermeneutical theory and exegetical method. Develops mastery of the background, languages, content, and theology of the New Testament. Equips the student for in-depth research, writing, and teaching on the New Testament.

Program Learning Outcomes

The student will . . .

1. Interpret the Greek New Testament at an advanced level
2. Evaluate key contributors, literature, theories, trends, and movements in the field of New Testament studies
3. Teach original college-level lessons in the field of New Testament studies
4. Compose original scholarly writings in the field of New Testament studies

Curriculum (33 credits)

SNT 801 New Testament Word Study (3)
SNT 807 Exegesis of Hebrews & the General Epistles (3)
SNT 850 Seminar in New Testament Backgrounds (3)
SNT 881 New Testament Textual Criticism (3)
SNT 905 Advanced Greek Grammar (3)
SNT 935 Seminar in Problems of New Testament Interpretation (3)
SNT 955 Seminar in Advanced New Testament Theology (3)
STh 991 Teaching Internship (3)
STh 992 Comprehensive Examinations (1)
STh 993 Dissertation Prospectus (1)
STh 994 Dissertation Research I (2)
STh 995 Dissertation Research II (2)
STh 996 Dissertation Research III (2)
STh 997 Dissertation Defense (1)

BIBLICAL AND SYSTEMATIC THEOLOGY CONCENTRATION

Cultivates sound theological methodology. Develops mastery of the explicit theological teaching of the Bible, warranted theological inferences, and theological systems. Equips the student for in-depth research, writing, and teaching on biblical and systematic theology.

Program Learning Outcomes

The student will . . .

1. Develop advanced-level analyses of biblical books, themes, and doctrines
2. Evaluate key contributors, literature, theories, trends, and movements in the fields of biblical and systematic theology
3. Teach original college-level lessons in the fields of biblical and systematic theology
4. Compose original scholarly writings in the fields of biblical and systematic theology

Curriculum (33 credits)

SNT 955 Seminar in Advanced New Testament Theology (3)
SOT 955 Seminar in Advanced Old Testament Theology (3)
STh 875 Contemporary Theology (3)
STh 882 Issues in Biblical Ethics (3)
STh 883 Seminar in Apologetics (3)
STh 905 Christology (3)
STh 907 Soteriology (3)
STh 991 Teaching Internship (3)
STh 992 Comprehensive Examinations (1)
STh 993 Dissertation Prospectus (1)
STh 994 Dissertation Research I (2)

STh 995 Dissertation Research II (2)

STh 996 Dissertation Research III (2)

STh 997 Dissertation Defense (1)

OVERVIEW OF THE PHD COMPLETION PROCESS

1. Complete coursework.

Once accepted into the PhD program, the student will confer with the PhD program coordinator to plan a tentative schedule for completion of the degree, including professional-development activities. The student is required to enroll in at least one course each semester. It is also strongly recommended that non-resident students enroll in a course each summer.

If a student faces highly extenuating circumstances during the academic year (e.g., extended illness, severe family crisis), he may request a one-semester pause in his studies by completing an Enrollment Exemption Request Form, available through the Seminary office. A PhD student is permitted no more than three such pauses in his program. In addition, he must still complete the degree within his overall time limit: seven years for resident students or nine years for non-resident students (if entering with a ThM, five years for resident students and seven years for non-resident students).

2. Complete the research-language requirement.

By the end of the first twenty-four months in doctoral coursework, the student must pass a reading-proficiency exam in a language useful for biblical/theological research (minimum score of 80%). Typically, this will be German, due to the amount of scholarly literature in German. However, the PhD program coordinator will consider requests for a French or Latin exam if one of these languages is more relevant for the student's research interests or vocational goals.

The student may prepare for the research-language exam by enrolling in university courses, by using a tutor, or by independent study. No program credit is assigned for this preparation. The PhD program coordinator may be able to provide advice regarding preparation options. The research-language exam is arranged through the academic coordinator. The student will have no more than three opportunities to pass the exam.

3. Take the comprehensive examinations.

The student must take the comprehensive examinations within one year of completing



coursework. For the initial semester following completion of coursework, he will register for STh 992 Comprehensive Examinations. If he does not complete the exams that semester, he must register again for STh 992 the following semester and continue to register for STh 992 each semester until he passes the exams.

The comprehensive exams are designed (1) to solidify the student's mastery of key data and literature in the program core and in his field of concentration, and (2) to fine-tune the exegetical and theological skills developed throughout his coursework. Extensive reading and preparation are required. The PhD program coordinator will provide the student with exam study guides, reading lists, and assessment rubrics.

The student will schedule the exams through the academic coordinator. The exams are taken on the BJU Seminary campus. They span five weekdays and may be scheduled with an intervening weekend. Three of the exams are written and require one-half to one whole day. The other two exams are oral and last approximately two hours each.

In order to pass the comprehensive exams, the student must score a minimum of 80% on the assessment rubrics. A student who fails any segment of the examinations is given a second examination in that segment. Should he fail a second time, he may take the examination a third and final time but may be required to take specified coursework on a credit or audit basis prior to the third attempt. The assignment of additional coursework will be at the discretion of the associate dean, in consultation with the PhD program coordinator and the professors in the student's concentration. Failure to pass a third attempt on comprehensive exams will disqualify a student from the PhD program.

4. Submit a dissertation proposal.

Throughout his doctoral studies, the student should be exploring possible dissertation topics and discussing them with his professors and the PhD program coordinator. He should plan to narrow down his topic during his final year of coursework.

For the initial semester following completion of the comprehensive examinations, the student will register for STh 993 Dissertation Prospectus. Early during this semester, he will submit a proposal. This proposal should be two double-spaced pages and should briefly (1) state the thesis/purpose, (2) defend the need for the proposed study, (3) summarize the envisioned plan for developing the study, and (4) include a preliminary bibliography. The student should send the proposal to the academic coordinator (seminary@bju.edu), who will forward it to all the full-time Seminary professors for consideration. Within approximately two weeks the PhD program coordinator will communicate to the student the response to the proposal. Sometimes more than one iteration of the proposal is required before approval is given.

5. Write the dissertation prospectus.

The prospectus is a fifteen- to thirty-page document that more fully introduces the thesis/purpose and plan for the dissertation. The prospectus should be organized according to the following sections:

- Introduction—background to the topic/thesis
- Need—why the dissertation needs to be written
- Statement of Purpose—exactly what the researcher/writer intends to accomplish through the project, including a clearly articulated thesis

- Definitions (if deemed necessary)
- Presuppositions (if deemed necessary)
- Delimitations—identifies matters that are related to the topic but that the researcher/writer does not intend to discuss; should include justification for setting aside these issues (e.g., the subject is adequately covered by another author, the subject is too broad to treat adequately in this dissertation, the subject is not essential to the thesis); should footnote resources that provide coverage of delimited issues
- Previous Works (typically the longest section of the prospectus)—surveys past scholarship related to the topic, evaluating all major relevant literature, typically in a narrative format; argues for the relevance of the dissertation, demonstrating its place in the scholarly conversation and its unique contribution to its field
- Method of Procedure—the strategy to be followed in order to solve the problem or cover the topic, including an anticipated chapter-by-chapter breakdown
- Preliminary Bibliography—lists the sources that the student plans to research and build upon during the dissertation process

The student should submit the prospectus to the academic coordinator (seminary@bjv.edu) no later than two complete weeks prior to the last day of regular classes of the semester during which he is registered for STh 993. The PhD program coordinator will then appoint the dissertation committee, and the prospectus will be distributed to the committee members. The student may request specific committee members, but due to faculty load requirements we cannot guarantee that we will be able to grant such requests. The dissertation committee will consist of two primary members—the chairman and the primary reader—and one “end” reader. The end reader will evaluate the prospectus but will not read the dissertation chapter by chapter. He will evaluate the defense draft and will participate in the oral defense. All committee members are available for consultation throughout the research and writing process.

It is possible that the committee will ask the student to revise the prospectus before approving it. Once the committee approves the prospectus, the student is considered a doctoral candidate.

6. Write individual dissertation chapters.

For the initial semester in this stage, the candidate will register for STh 994 Dissertation Research I. The next semester he will register for STh 995 Dissertation Research II. The next semester he will register for STh 996 Dissertation Research III. If he is not prepared to register for STh 997 Dissertation Defense after taking STh 996, he must register again for STh 996 the following semester and continue to register for STh 996 each semester until he is ready to defend the dissertation.

As he completes each chapter, the candidate should submit it to the academic coordinator (seminary@bjv.edu), who will distribute it to the primary committee members. Along with each chapter, he should submit a chapter summary (see Appendix A below). A student may not submit a chapter until the preceding chapter has been approved. This allows the readers to identify problems before they affect several chapters. In this regard, the candidate should not plan to rush multiple chapters toward the end of the dissertation process (though the complete bibliography may be submitted simultaneously with the final chapter).

The committee members will read and evaluate each chapter and return it through the academic coordinator, who will track the candidate’s overall dissertation progress. In order to be evaluated

during a semester, a chapter must be submitted no later than two complete weeks prior to the last day of regular classes. The candidate can expect chapters to be returned two to three weeks after submission. If he does not receive a chapter back within that time frame, he should contact the academic coordinator.

Note that the faculty do not evaluate dissertation work during the various breaks in the academic year. Chapter evaluations may be available during the summer break by special arrangement with the Seminary office. See the appendices below for further detail concerning the research, writing, formatting, and submission of dissertation work. As a benchmark for research and writing, the Seminary office can provide the student with assessment rubrics specifying the criteria the committee will use in evaluating submissions.

The committee will return each chapter indicating either “Approved with Corrections” or “Rewrite.” If a chapter is marked “Approved with Corrections,” the candidate must make the corrections indicated, but he does not need to resubmit the chapter until the defense draft. He would do best, however, to make the corrections immediately, while the content of the chapter is fresh in his mind. If a chapter is marked “Rewrite,” the candidate must rewrite it in accordance with the committee’s directions, and he must submit the rewritten chapter before proceeding to additional chapters.

Especially at the beginning of the process, the rewriting of one or two chapters is common and does not disqualify the candidate or the dissertation. On the other hand, the candidate should not view the first submission of any chapter as a “rough draft.” It should be of such quality that he is submitting it with the intention of gaining the committee’s approval. In addition, the candidate has only three opportunities for submitting an individual chapter. Doctoral candidacy will be terminated if the third submission of any chapter is not approved.

7. Submit the dissertation defense draft.

The semester the candidate plans to defend his dissertation he will register for STh 997 Dissertation Defense. If he has not done so already, he should incorporate all the changes that the committee members have indicated during the writing of the first draft. In addition, he has some latitude to make other adjustments that he thinks would improve the dissertation. The candidate should contact his chairman if he has any questions concerning the magnitude of such adjustments. It is likely that the prospectus will especially need revision to reflect the final progression and findings of the dissertation.

The candidate should combine all chapters into one document and add the front matter, following the order indicated in the BJU Seminary Style Manual (see Appendix B below). He should order five spiral-bound copies of the defense draft (double-sided printing)—one for each committee member, one for the associate dean, and one for himself. Dissertation-related printing may be conveniently done through the Bellis Copy Center (submitting a single PDF file via www.belliscopycenter.com). The Seminary’s copies should be delivered to the academic coordinator, who will schedule the oral defense. The defense will be held a minimum of two weeks after submission of the defense draft.

8. Defend the dissertation.

The defense is a formal, academic evaluation open only to the candidate, his committee members, and any other BJU faculty members who choose to attend. As a single exception to this rule, other doctoral students may silently observe the defense as a way of preparing for their own.

The candidate should bring to the defense twice as many signature pages as the number of dissertation copies he will be ordering. The signature pages must be printed on thesis paper. The candidate should also bring the Form for Photocopying and Binding Graduate Papers, available from the Seminary office.

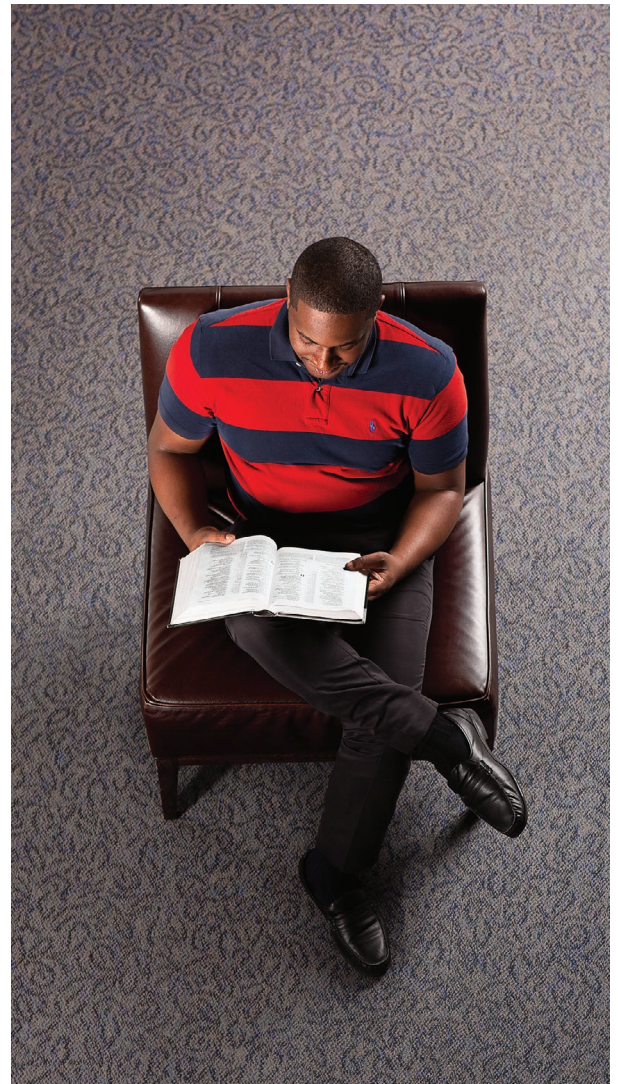
The committee chairman will moderate the defense. First, the candidate will give an oral presentation that provides an overview of the dissertation (no more than twenty minutes). If he would like to use a data projector for this presentation, he must make arrangements with the academic coordinator. Since the committee will have recently read the dissertation, the presentation should not be a rundown of the content of each chapter. Instead, the candidate should summarize the thesis/purpose and answer these kinds of questions:

- Why did he choose his topic?
- How did he arrive at his thesis/purpose?
- Why did he choose his particular methodology?
- What problems did he face in the process?
- How does the evidence prove his thesis, and/or how does his material accomplish his purpose?
- What additional interesting discoveries did he make in the process of research?
- How does the project contribute to scholarship and to the church?
- How did the dissertation process help him personally and professionally?

The defense proper follows the overview. Typically, this will proceed chapter by chapter, and each committee member will have the opportunity to ask questions and make comments. The focus will be on the content of the dissertation, though major matters of form may also be addressed.

Defenses usually last two to three hours. Once the committee members have completed their questioning, the candidate will be dismissed from the room while they deliberate. He will then be invited back into the room and informed if he has passed the defense. He will also be notified if major revisions will be required or if a second defense must be scheduled once revisions are complete. The defense-draft copies will be returned to the candidate with any suggestions for further adjustments.

Once the candidate has successfully defended the dissertation, the committee members will sign his signature pages. The writer should deliver these to



the academic coordinator. He should also complete the Form for Photocopying and Binding Graduate Papers and submit it to the academic coordinator physically and electronically (seminary@bju.edu). As the dissertation process is completed, the writer will need to check his email daily in order to facilitate communication with the various parties involved.

9. Submit the Chairman's Draft(s) of the dissertation.

From this point forward, all printing must be done through the Bellis Copy Center. Within two weeks of the defense, the writer should submit a corrected draft to the Copy Center (single PDF file via www.belliscopycenter.com), specifying that it is the Chairman's Draft. The writer will not pick up a hard copy of this draft at the Copy Center; it will be delivered for him to the chairman. The Chairman's Draft will be printed in black and white; therefore, while shading is available for charts and graphs, color is neither available nor necessary for this draft, even if there are color pages in the document.

The purpose of the Chairman's Draft is to identify and correct any remaining formatting problems. See Appendix A for details. From the time the initial Chairman's Draft is submitted, the writer has two weeks to finalize all corrections. When the chairman is satisfied with the document, he will inform the writer that the document has been approved and is now the final draft. The chairman will inform the Copy Center that this most recent file is the approved version. The Seminary office will then obtain the Registrar's signature for the signature pages. No changes may be made to the document after this point.

10. Await final copies of the dissertation.

The Bellis Copy Center will print the number of copies specified on the Form for Photocopying and Binding Graduate Papers. If any pages are to be printed in color, the writer should draw the Copy Center's attention to this information on the form.

Once the dissertation has been approved for duplication, the writer should complete the Distribution Agreement for the Theological Research Exchange Network (TREN), available from the Seminary office. This form should be submitted to the academic coordinator in hard copy and digitally (seminary@bju.edu).

The Seminary office will oversee the duplication, binding, and distribution of final copies. The Bellis Copy Center copies will be delivered to the Seminary office for insertion of the signature pages and will then be taken to the Mack Library to be prepared for binding. Two hardbound copies will be made for the Mack Library. These must be duplicated by the Bellis Copy Center on thesis paper and bound through the Mack Library. The writer may request additional spiral-bound or hardbound copies on either thesis or plain paper. All signature pages must be original and bear original signatures. The writer will bear the cost of all duplication and binding; this cost will be billed to his account. The Seminary office can provide current pricing information, though all prices are subject to change without prior notification. Delivery of hardbound copies requires approximately four months.

Appendix A: General Instructions for Doctoral Research Projects/Dissertations

ACADEMIC INTEGRITY

A doctoral student must maintain the highest standards of academic integrity throughout his program. This includes the avoidance of all forms of plagiarism in the dissertation. The dissertation must be the student's own, original work. It is not a collaborative effort with others. The student will, of course, incorporate and interact with many sources, but he must represent them accurately and document them transparently. The student is expected to be thoroughly familiar with and abide by BJU Seminary's policies regarding academic integrity. These are available in the Graduate Student Handbook and on the BJU intranet.

DEADLINES

The deadlines for the various drafts of the dissertation depend on the month of the anticipated conferral of the degree. If a deadline falls on a Saturday or Sunday, it is moved to the following Monday.

Official Deadlines	December Conferral	May Conferral	August Conferral
Last Chapter and Bibliography	September 15	January 30	March 1
Defense Draft	October 15	February 28	April 1
Initial Chairman's Draft	Two weeks after the defense	Two weeks after the defense	Two weeks after the defense
Final Draft	Two weeks after the initial Chairman's Draft but no later than November 30	Two weeks after the initial Chairman's Draft but no later than April 30	Two weeks after the initial Chairman's Draft but no later than May 30

HUMAN RESEARCH

Institutional approval prior to conducting human research is a federally mandated procedure. Failure to follow the instructions below invalidates the research.

In conducting his research, no doctoral student may release a survey or use a similar instrument (such as a series of interviews) without prior approval from the Institutional Research Board (IRB). He may contact the IRB through the Office of Planning, Research and Assessment at pra@bju.edu or BJU extension 2006. If the student's research includes a survey or a similar instrument, he must follow the procedure below.

1. Prior to developing the instrument, the student must consult with the IRB chairman to discuss his ideas and seek input.
2. The student must develop the instrument in detail and send it to his committee chairman. The chairman will forward it to the IRB chairman for approval.
3. The student must have an approved prospectus and submit it with the instrument.
4. Along with the instrument, the student must provide a document with specific answers to the following questions:

- a. Who will receive the instrument?
 - b. How will the participants be recruited? (The IRB must have the invitation by which the student expects to solicit participants. This invitation must include a description of how and for what purpose the data will be used.)
 - c. Will the instrument be anonymous?
 - d. Will demographic data be collected about the participants? If so, how will this data be kept confidential?
 - e. Will the participants give permission to use their collected data?
 - f. How will the instrument be administered (e.g., postal mail, email, SurveyMonkey)?
 - g. How long will the instrument remain open or available?
 - h. What will be the minimum acceptable response rate?
 - i. How will the data be stored in the future?
5. Upon approval, the student will receive a letter from the IRB that must be included in the back matter of the research project/dissertation with a copy of the instrument.

PHD DISSERTATION CHAPTER SUMMARIES

A PhD dissertation is not merely a research project that locates and organizes existing data on a topic. Instead, it aims at resolving a debate or analyzing a subject in a way that contributes fresh data and/or new thought to an issue. Among other characteristics, a good dissertation chapter possesses two key qualities: germaneness and originality.

Fundamentally, the bulk of each chapter must be demonstrably germane to the larger argument and direction of the dissertation. Consequently, the candidate should always be asking, “How is this chapter essential to building my case and moving my argument forward?”

As to originality, the candidate often must lay a certain amount of groundwork for the dissertation to be able to build its case exegetically and/or theologically, and sometimes that will involve surveying familiar territory. Every chapter need not be original in a majority of its content. Nevertheless, every chapter should bring some substantive, original contribution(s), connection(s), or insight(s) to the issue. Consequently, for each chapter, the candidate should ask, “What facts, or arrangement of facts, or ramifications of facts have I presented that I have not seen anywhere else?”

To help both writer and reader evaluate the germaneness and originality of each chapter, a cover page must accompany each PhD dissertation chapter submission. This cover page will include the following information:

- A restatement of the dissertation’s thesis and method of procedure (chapter-by-chapter outline)
- A concise summary of the thesis and purpose of the present chapter (two to four sentences)
- A list of the chapter’s points that are most germane to the dissertation’s overall argument
- A list of the chapter’s original insight(s) or contribution(s) to the discussion

Especially given the time gap between the submissions of dissertation chapters, the cover page will provide a helpful reorientation to the reader. More importantly, it will be a valuable exercise to help the writer quantify and evaluate each chapter’s contribution to the dissertation itself and to the larger scholarly discussion of the topic. It will also make the interaction between writer and reader more efficient and profitable.

CHAIRMAN'S DRAFT

Since the entire dissertation will have been thoroughly assessed for the defense, the chairman does not read the Chairman's Draft or evaluate its content, style, or grammar. Instead, he examines spacing, footnoting, and other formatting matters according to the Turabian manual and the BJU Seminary Style Manual (see Appendix B below). While the chairman strives to be meticulous, he cannot guarantee that the dissertation will be without errors. The condition of the document is ultimately the responsibility of the writer, and absolute perfection is likely impossible.

Note that MS Word is the standard program for producing dissertations. However, the functioning of the program may vary from computer to computer and from PC to Mac. Changing computers can alter or corrupt a document. In addition, the longer a document, the more unstable or "temperamental" it can become. The writer will need ample time and an extra degree of caution and perseverance in order to finalize his dissertation. Some frustrations and delays should be expected along the way.

Usually, the chairman requests some corrections after examining the initial Chairman's Draft. When the writer receives a list of corrections from the chairman (via email), he should immediately make the corrections. Then he should visually scan the document for any problems. He should especially check every instance where Word inserts colored lines underneath words. The correction of spacing issues may cause a shift of text and/or footnotes elsewhere. If so, the writer must make sure that the table of contents and other internal page references are appropriately adjusted in the updated version of the document.

Once all corrections have been made, the writer should submit a new PDF of the document to Bellis Copy Center, and it will be delivered to the chairman for another check. The new document will be compared to the list of corrections. Additional problems may be discovered. The chairman will contact the writer if any further adjustments are needed. This process will continue until all corrections have been completed. The writer may need to submit several Chairman's Drafts to the Copy Center.



Appendix B: BJU Seminary Style Manual for Research Projects/Dissertations

On matters of formatting and documentation, BJU Seminary academic papers principally follow Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 9th ed. (Chicago: The University of Chicago Press, 2018). The student is expected to have access to Turabian and consult it as needed. A Kindle edition may be purchased from Amazon.com that provides search capability.

Turabian sometimes indicates that the writer should check “local guidelines.” The material below provides these for students at BJU Seminary. The Seminary has stipulated some details of formatting that supplement, differ from, or make more specific the directions in Turabian. If the student finds any place where these guidelines contradict Turabian, the guidelines take precedence. They also take precedence over the advice of a faculty member or dissertation committee member. On the other hand, the student should contact his committee chairman if he has any questions not addressed in Turabian or below.

The Seminary office can direct the student to a helpful MS Word Turabian template online. This includes Word styles for many of the features that will be needed for formatting documents (e.g., footnotes, various levels of headings). Nevertheless, responsibility for complete alignment with Turabian and the BJU Seminary Style Manual lies solely with the student.

The student must not expect his committee members to serve as proofreaders or editors. He must carefully proofread all submissions for matters of content, documentation, grammar, mechanics, and formatting. In addition, the hiring of a qualified editor is strongly encouraged. The Seminary office may be able to provide names of experienced editors. Technical/word processor advice should be sought from Technology Resources at the Academic Resource Center or from another knowledgeable source.

GENERAL GUIDELINES

- All pages should be 8.5 x 11 inches. Dissertation/research project defense drafts should be printed double-sided, but all other hard copies submitted should be printed on only one side of a page.
- Unless otherwise indicated in the instructions below, the body of the document should be double-spaced, and the footnotes should be single-spaced. However, although these instructions informally use terminology such as “single-space,” “double-space,” and “triple-space” do not use these categories in MS Word. Instead, in the Paragraph menu set line spacing at exactly 12 point (“single-spaced”), 24 point (“double-spaced”), etc. Other cases will require indicating an exact number of points in the “Spacing Before” or “Spacing After” option.
- Justify the left margin but not the right margin.
- Use a font with serifs. Choose specifically from the following: Book Antiqua, Bookman Old Style, Cambria, Century Schoolbook, or Garamond. Use the same font in the body of the text and the footnotes.
- Unless otherwise indicated in the instructions below, the font size should be 12 points. Hebrew and Greek fonts may need to be adjusted to match the size of the surrounding English font.
- Italics may be used sparingly for emphasis, but not boldface. In addition, some headings require italics or bold.

- Indent each paragraph one-half inch.
- Use the serial or Oxford comma.
- Do not automatically hyphenate with the word processor. Hyphenate manually to eliminate long spaces on the right margin, but do not overdo it. Do not hyphenate more than two lines in a row. Never hyphenate between pages, and do not use one- or two-letter divisions. All hyphenation will need to be rechecked each time a document is submitted.
- Instead of a hyphen, use an “en” dash (–) in between page numbers. Instead of two hyphens, use an “em” dash (—) for marking breaks and for other stylistic purposes within a sentence.
- Avoid having a single line of a paragraph at the top of a page (“widow”) or at the bottom of a page (“orphan”). Such issues are best fixed manually, perhaps through rewriting, instead of by automatic widow/orphan control.
- Citations should be in notes-bibliography style (see Turabian 9th, §§16–17). Use footnotes, not endnotes.
- In footnotes and bibliography entries, abbreviate the name of the publisher. For example, instead of writing “Wm. B. Eerdmans Publishing Co.,” write “Eerdmans.” Exceptions may be made for the sake of clarity, but be consistent concerning such exceptions. For example, include the word “Press” when referring to university presses. Also, include the word “Academic” if a work indicates that it is produced by the academic division of a publisher.
- If a book does not provide its place of publication and/or publisher, indicate so with “n.p.” If a book does not provide its publication date, indicate so with “n.d.”
- In the text of the document spell out any names of states. In footnotes and bibliography entries, however, use the standard two-letter postal abbreviations.
- Do not cite a source according to Kindle location or other digital information. Locate and provide the print-version page number.
- When citing online material, do not allow the word processor to format URLs as hyperlinks.
- Spell out cardinal and ordinal numbers one hundred and under. Exceptions: dates, page numbers, numbers in names or titles, chapter/verse references, numbers in lists/charts/tables, and technical discussions where numerals would be more effective. Be consistent concerning such exceptions.
- Do not capitalize pronouns referring to deity.
- Follow the transliteration schemes given in *The SBL Handbook of Style for Biblical Studies and Related Disciplines*, 2nd ed. (Atlanta: SBL, 2014).
- When submitting dissertation documents electronically to the Seminary office, send either MS Word or PDF files. Follow this format for naming files: Smith_Chapter2_March3_2018.

ORDER OF RESEARCH PROJECT/DISSERTATION ELEMENTS

- | | |
|---------------------------------------|--|
| • Title Page | • List of Tables (<i>if applicable</i>) |
| • Copyright Page | • List of Figures (<i>if applicable</i>) |
| • Signature Page | • Abbreviations (<i>optional unless a large number of abbreviations is used</i>) |
| • Abstract | • Chapters |
| • Dedication Page (<i>optional</i>) | • Appendices |
| • Acknowledgements | • Bibliography |
| • Table of Contents | |

FORMATTING DETAILS

TITLE PAGE

Margins	Top: 2 inches Bottom: 1 inch Left: 1.5 inches Right: 1 inch
Spacing	Vertical, within items: single-space title; double-space other items Vertical, between items: distributed as per sample title page Horizontal: centered
Title	Concise (10-12 words preferred) Avoid: "method, results, a study of, an experimental investigation of" No abbreviations Bold, 14 point Do not use all caps
Byline	"by" followed by double space followed by author's name (bold) Preferred name format: first name, middle initial, last name Omit all titles (Rev., Dr., PhD)
Affiliation	A <Research Project or Dissertation> Submitted to the Faculty of the Seminary & Graduate School of Religion Bob Jones University in Candidacy for the Degree of <Doctor of Ministry or Doctor of Philosophy>
City/state and month/ year	Greenville, South Carolina April 2019
Page #	No page # printed but counts as i

COPYRIGHT PAGE

Margins	Bottom: 1 inch Left: 1.5 inches Right: 1 inch
Text	Copyright © 20XX by <insert your name> All rights reserved
Placement	Bottom left corner
Page #	No page # printed but counts as ii

SIGNATURE PAGE

Margins	Top: 2 inches Bottom: 1 inch Left: 1.5 inches Right: 1 inch
Spacing and indentation	Worded and distributed as per sample signature page
Title	Match wording and formatting of title page exactly.
Page #	No page # printed, but counts as iii

ABSTRACT

Margins	Top: 1 inch Bottom: 1 inch Left: 1.5 inch Right: 1 inch
Title	Format: Bold, 14 pt. Do not use all caps Text: Abstract
Spacing	Triple space after title Double-space abstract itself
Length	100-300 words indicating the need for the research project/dissertation and summarizing its thesis and argument
Page #	No page # printed, but counts as iv

DEDICATION PAGE

Margins	Bottom: 1 inch Left: 1.5 inches Right: 1 inch Vertical: if short, one-third of the way down the page; if medium-length, centered Horizontal: centered
Spacing	No title/header Text is double-spaced if dedication runs over one line
Page #	No page # printed but counts as v

REMAINDER OF FRONT MATTER

Margins	Top: 1 inch Bottom: 1 inch Left: 1.5 inches Right: 1 inch
Title	Bold, 14 pt. Do not use all caps
Spacing	Triple space after section title. Within any entry that runs over one line: single space Between entries: double space In the Table of Contents, if a title/heading is so long that it runs over onto subsequent line(s), use a slight hanging indent. Do not allow the first line to run the full length of the line. Do not use "dot leaders" between a title/heading and its page number.
Page #	Lowercase Roman numeral, centered at bottom

BODY

Margins	Top: 1 inch Bottom: 1 inch Left: 1.5 inch Right: 1 inch
Spacing	Double-space except as specified below
Titles	Bold, 14 pt. Do not use all caps Centered Text: "Chapter 1" (or applicable number) followed by double-space, followed by chapter title (single-spaced if longer than one line), followed by triple-space
Headings	Formatting differences should clearly convey the various levels of subordination (italics and center for main heading, regular and center for first subheading, etc.) Triple-space before heading, double-space after heading
Page #	Use Arabic numerals. First page of a chapter: bottom center, separated from text by double space (or more if necessary to avoid widow/orphan) All other pages of a chapter: top right, separated from text by double space The first page of Chapter 1 counts as page 1 of the body of the document; do not restart numbering with subsequent chapters.

FOOTNOTES

Line	Horizontal line between text and footnote should be 2 inches long.
Numbering	Use a superscript number in the text and in the corresponding footnote. A footnote must begin on the same page where its number is given in the text. Footnote numbers start over with each chapter or appendix.
Font	The font style in the footnote should be the same as the font style in the text. However, the font size in the footnote should be 11 points. Hebrew and Greek fonts may need to be adjusted to match the size of the surrounding English font.
Spacing	Space above and below the footnote line must be consistent. Indent the first line of the footnote by half an inch. There should be one space between the footnote number and the text of the footnote. Single-space within a footnote. If there is more than one paragraph in a footnote, single-space but begin new paragraph with half-inch indent. Double-space between footnotes. Footnotes may carry over only one page. No page may be entirely footnotes; a page must have at least two lines of text.
Citations	The first time a source is cited within a chapter or appendix, provide the full bibliographic information and the page number(s). All subsequent citations within that chapter or appendix should provide only the author's last name (or the source title, preferably abbreviated) and the page number(s). The Latin word <i>ibidem</i> means "in the same place." " <i>Ibid.</i> " is the abbreviation of this word and is used to refer to the same author or source mentioned in an immediately preceding discussion or footnote. For details on the correct use of this expression, see Turabian 9th, §16.4.2.

BLOCK QUOTATIONS

Quotation	Use block quotation style if a quotation consists of five or more lines. Do not use quotation marks at the beginning and end of the quotation.
Font	Same font style as surrounding text, but 11 points
Indentation	Indent entire quotation by half an inch.
Spacing	Single-space entire quotation. Double-space before and after quotation.

TABLES

Design	There is some latitude concerning the design of tables (e.g., lines, shading), but the design style should be consistent throughout the document. Keep the table within the normal margins of the page. If the orientation of the table is landscape, the page number must still be placed in its normal location.
Location	Locate a table near the place in the text where the information in the table is discussed, but preferably after the end of a paragraph. If possible, a table should not be split between pages. If this unavoidable, however, repeat the table number on the next page, followed by "(continued)." Consider putting an unusually long table in an appendix.
Spacing	Triple-space before table number/title. Single-space table number/title if longer than one line. Single-space between table number/title and table. Triple-space after table number/title.
Number/Title	Number sequentially all the tables within the document. Example: Table 1.2. (chapter#.table#.) Format in bold as follows: Table 2.3. Appearances of David in Samuel and Chronicles

BIBLE REFERENCES

Citations	<p>Generally speaking, a research project/dissertation should have a default Bible version. The first time a Bible verse is quoted in the document, footnote the default version, and this will cover all future quotations from that version. Example: Unless otherwise noted, Scripture quotations are from the Holy Bible: English Standard Version (Wheaton: Crossway, 2011).</p> <p>Conversely, if the front matter includes a list of abbreviations, the Bible version bibliographic information would likely be given there. If so, include the version information parenthetically in the text of the project after the first quotation. Example: "Truly, truly, I say to you, whoever hears my word and believes him who sent me has eternal life. He does not come into judgment, but has passed from death to life" (John 5:24; ESV used throughout unless otherwise noted).</p> <p>When quoting or otherwise citing Bible passages, give the chapter/verse reference(s) parenthetically in the text of the document. Footnote chapter/verse references when giving more than five passages in a list.</p>
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Spelling and Abbreviations	<p>Use Arabic numerals with the names of biblical books, e.g., 1 Corinthians. With such numbered books of the Bible, do not allow the number to be on a different line than the book name. However, the book name itself may be hyphenated.</p> <p>Spell out the name of a biblical book when it belongs grammatically to a sentence. When the name of a numbered biblical book is the first word of a sentence, spell out the number. Example: Second Chronicles 30 describes Hezekiah's Passover celebration.</p> <p>Abbreviate the name of a biblical book when it occurs in parentheses. When abbreviating biblical books, use the shorter abbreviations as listed in Turabian 9th, §24.6. This entails not placing a period after the abbreviation.</p>
En Dashes	<p>Instead of using a hyphen, use an en dash (–) to replace the word “through” in between elements. Specifically, use an en dash between verse ranges within a chapter (e.g., Rom 1:8–15), between chapter ranges (e.g., Rom 1–2), and between verse ranges that span chapters (e.g., Rom 1:18–3:20).</p>
APPENDICES	
General Formatting	<p>Margins, spacing, title, headings, and page numbers are formatted the same as in the body of the document.</p>
Title	<p>If there is more than one appendix, identify each one with an Arabic numeral (e.g., Appendix 1) or a letter of the alphabet (e.g., Appendix A). Also provide a title summarizing the content of the appendix.</p>
BIBLIOGRAPHY	
General Formatting	<p>Margins, title, headings, and page numbers are formatted the same as in the body of the document.</p>
Title and Headings	<p>“Bibliography” or “Selected Bibliography” at the top of the first page. Headings (e.g., Linguistic Works, Commentaries, Monographs) are at the discretion of the writer, though he would do well to consult with his chairman.</p>
Indentation	<p>Half-inch hanging indent</p>
Spacing	<p>Single-space within each entry, double-space between entries.</p>
Citations	<p>Alphabetize first by author name, then by whatever comes immediately after. Ignore articles in alphabetizing titles.</p> <p>If an author is repeated, substitute three continuous em dashes (———).</p> <p>If an author is repeated at the top of a page, reuse the name for the first mention on that page.</p>

SAMPLE FOOTNOTE FORMS

¹ G. K. Beale, *A New Testament Biblical Theology: The Unfolding of the Old Testament in the New* (Grand Rapids: Baker, 2011), 20–21.

² Eugene H. Merrill, Mark F. Rooker, and Michael A. Grisanti, *The World and the Word: An Introduction to the Old Testament* (Nashville: B&H Academic, 2011), 234.

³ Bruce C. Birch, et al., *A Theological Introduction to the Old Testament*, 2nd ed. (Nashville: Abingdon, 2005), 129.

⁴ Benjamin Breckinridge Warfield, *The Inspiration and Authority of the Bible*, ed. Samuel G. Craig (Philadelphia: Presbyterian and Reformed, 1948), 374n67.

⁵ E. Kautzsch, ed., *Gesenius' Hebrew Grammar*, trans. A. E. Cowley, 2nd ed. (Oxford: Clarendon, 1910), §124d.

⁶ Gerhard von Rad, *The Theology of Israel's Historical Traditions*, vol. 1 of *Old Testament Theology*, trans. D. M. G. Stalker (New York: Harper & Row, 1962), 175.

⁷ John Piper, *Future Grace: The Purifying Power of the Promises of God*, rev. ed. (Colorado Springs: Multnomah, 2012), 130.

⁸ Douglas K. Stuart, *Exodus*, NAC (Nashville: Broadman & Holman, 2006), 335–37.

⁹ D. A. Carson, “Matthew,” in *EBCRev*, ed. Tremper Longman III and David Garland (Grand Rapids: Zondervan, 2010), 9:172–80.

¹⁰ F. W. Farrar, *The Life of Christ* (New York: A. L. Burt, n.d.), 398.

¹¹ John W. Haley, *Alleged Discrepancies of the Bible* (1874; reprint, Grand Rapids: Baker, 1977), 33.

¹² R. E. Hayden, “Judith, Book of,” *The Zondervan Encyclopedia of the Bible*, ed. Merrill C. Tenney and Moisés Silva (Grand Rapids: Zondervan, 2009), 3:865–66.

¹³ Hannes Olivier, “יִשְׂרָאֵל,” *NIDOTTE*, ed. Willem A. VanGemeren (Grand Rapids: Zondervan, 1997), 2:563–68.

¹⁴ Charles Lee Feinberg, “The Value of Archaeological Studies for Biblical Research,” in *Tradition and Testament: Essays in Honor of Charles Lee Feinberg*, ed. John S. Feinberg and Paul D. Feinberg (Chicago: Moody, 1981), 274.

¹⁵ Robert S. Smith, “Songs of the Seer: The Purpose of Revelation’s Hymns,” *Themelios* 43/2 (2018): 198.

¹⁶ H. A. Hoffner, “Some Contributions of Hittitology to Old Testament Study,” *TynBul* 20 (1969): 28–29.

¹⁷ H. L. Ginsberg, “Ugaritic Studies and the Bible,” *The Biblical Archaeologist Reader*, 2, ed. David Noel Freedman and Edward F. Campbell Jr. (Garden City, NY: Anchor, 1964), 49–50.

¹⁸ S. N. Kramer, trans., “Lipit-Ishtar Lawcode,” in *Ancient Near Eastern Texts*, 3rd ed., ed. James B. Pritchard, (Princeton: Princeton University Press, 1969), 160.

¹⁹ Kevin DeYoung, “10 Things You Should Know about the Ten Commandments”; accessed November 29, 2018, <https://www.thegospelcoalition.org/article/10-things-ten-commandments/>.

²⁰ Michael Kibbe, review of *Commentary on Hebrews*, by Thomas R. Schreiner, in *JETS* 59/1 (2016): 194.

²¹ H. S. Nyberg, *Studien zum Hoseabuche* (Uppsala: Uppsala Universitets Årsskrift, 1935), 64, quoted in James Barr, *Comparative Philology and the Text of the Old Testament* (Oxford: Clarendon, 1968), 74.

²² David M. Minnick, “To Him That Overcometh: A Literary, Intratextual, and Theological Analysis of the Function and Significance of the Seven Letters in the Book of Revelation” (PhD diss., Bob Jones University, 2017), 38–42.

SAMPLE BIBLIOGRAPHY FORMS

Note: The bracketed numbers of the left have been included in order to help match the bibliography forms with the preceding footnote forms and with the following index of forms. Such numbers are not used in an actual bibliography.

- [1] Beale, G. K. *A New Testament Biblical Theology: The Unfolding of the Old Testament in the New*. Grand Rapids: Baker, 2011.
- [2] Merrill, Eugene H., Mark F. Rooker, and Michael A. Grisanti. *The World and the Word: An Introduction to the Old Testament*. Nashville: B&H Academic, 2011.
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- [7] Piper, John. *Future Grace: The Purifying Power of the Promises of God*. Rev. ed. Colorado Springs: Multnomah, 2012.
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- [17] Ginsberg, H. L. "Ugaritic Studies and the Bible." *The Biblical Archaeologist Reader*, 2, edited by Edward F. Campbell Jr. and David Noel Freedman, 34–50. Garden City, NY: Anchor, 1964.
- [18] Pritchard, James B., ed. *Ancient Near Eastern Texts*. 3rd ed. Princeton: Princeton University Press, 1969.
- [19] DeYoung, Kevin. "10 Things You Should Know about the Ten Commandments." Accessed November 29, 2018. <https://www.thegospelcoalition.org/article/10-things-ten-commandments/>.
- [20] Kibbe, Michael. Review of *Commentary on Hebrews*, by Thomas R. Schreiner. *JETS* 59/1 (2016): 193–96.
- [21] Barr, James. *Comparative Philology and the Text of the Old Testament*. Oxford: Clarendon, 1968.
- [22] Minnick, David M. "To Him That Overcometh: A Literary, Intratextual, and Theological Analysis of the Function and Significance of the Seven Letters in the Book of Revelation." PhD diss., Bob Jones University, 2017.

INDEX OF SAMPLE FOOTNOTE AND BIBLIOGRAPHY FORMS

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- in reference work 12, 13
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**The Contribution of a Literary Analysis of 1 Kings 16:29–
2 Kings 8:15 to the Law Theme in the Book of Kings**

A Dissertation Submitted to
the Faculty of the Seminary & Graduate School of Religion
Bob Jones University
in Candidacy for the Degree of
Doctor of Philosophy

by
Andrew Scott Goodwill

Greenville, South Carolina
May 2018

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CHAPTER START PAGE

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Chapter 3
6
Rhetorical Analysis: The Process Applied

3

The previous chapter examined the process of doing a rhetorical analysis of a biblical text. This chapter will apply that process point by point to Peter's first epistle.

The first step is determining the rhetorical unit, which in the case of an entire epistle is fairly straightforward. The second step analyzes the rhetorical situation that gave rise to the document in the first place, so the related section will examine the occasion of 1 Peter and the particular problem behind it. Facets to consider are those experiencing the problem (the recipients of the letter, their place of residence and ethnicity), and the one addressing the problem (the writer of the letter). This section will answer the following questions: (1) Who wrote 1 Peter? (2) Where was 1 Peter written? (3) What is the relationship between the author and the recipients? Of particular concern is Peter's purpose for writing the letter. (4) What was he seeking to accomplish with his target audience in light of their situation?

The third step in the process of rhetorical analysis is the examination of the author's arrangement and style. This section will include an examination of the major divisions within 1 Peter and trace how the argument moves from one section to the next. Then the central theological themes of 1 Peter will be explored in connection with Peter's rhetorical purpose and a theme for the entire epistle proposed. As far as Peter's style is concerned, the focus here will be on his use of illustration and figurative language.

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PAGE WITHIN CHAPTER

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Online Education, both Secular and Theological

The article “Establishing Social Presence in Online Courses: Why and How”¹⁶ explains the importance for students to sense that they have the physical presence of a teacher. It also guides the reader to communicate that sense to the student taking an online class. The article points out that the online format can also provide an avenue for growth in godly character.¹⁷

The article “Designing for Online Distance Education: Putting Pedagogy before Technology”¹⁸ helps one understand what online education is. The author argues that the education the technology mediates is more important than the quality or sophistication of the technology that provides the education. This ideal serves as one of the guideposts when planning and coordinating a strategy for providing theological education to Mexicans via the Internet when formal training in person is not feasible.

In “Could Theological Education Be Better Online?”¹⁹ Daniel W. Ulrich concurs with the premise of this dissertation by countering the argument “that online courses and degree programs compromise the quality of

16 Mary Hinkle Shore, *Theological Education* 42, no. 2 (2007): 91-100, accessed December 16, 2013, <http://ehis.ebscohost.com.ezproxy.bju.net/ehost/pdfviewer/pdfviewer?vid=3&sid=276616ba-0123-4e99-af85-0aace2753e88%40sessionmgr4002&hid=4111>.

17 Ibid., 91.

18 Richard S. Aschough, *Teaching Theology and Religion*, vol. 5 no. 1 (2002): 17-29, accessed December 16, 2013, <http://ehis.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=16&sid=9f0a95d3-7e76-4bd4-863e-eca38a26b444%40sessionmgr4002&hid=4108>.

19 *Brethren Life & Thought*, Summer and Fall (2010): 18-25, accessed December 16, 2013, <http://ehis.ebscohost.com.ezproxy.bju.net/ehost/pdfviewer/pdfviewer?vid=4&sid=55fa397f-683f-49f1-bb56-942cb90924e1%40sessionmgr112&hid=110>.

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BIBLIOGRAPHY START PAGE

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Bibliography

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<http://ehis.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=16&sid=9f0a95d3-7e76-4bd4-863e-eca38a26b444%40sessionmgr4002&hid=4108>.

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<http://missionsmandate.org/pdf/sgi12/Mexico-and-its-Ministry-Challenges.pdf>.

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Deeptaman Mukherjee. "Open Source vs Proprietary Software – The Never Ending Battle." Brajeshwar. September 24, 2010. Accessed January 2,

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