



GENERAL THEOLOGICAL SEMINARY

THESIS PROPOSAL FORM:

MASTER OF SACRED THEOLOGY

GTS Policy: S.T.M. students with *at least a B (GPA: 3.0 or better) in each course* they are registered for are eligible to write a thesis. A thesis candidate will enroll in a 6-credit thesis course in their chosen subject during the Easter term. The S.T.M. thesis course has a number of 597. (For example, a Church History Master in Sacred Theology thesis would be CH 597.)

Instructions: In order to write an S.T.M. thesis, a completed copy of this form must be submitted to the Registrar, *with the required signatures and all necessary attachments*, **by 5 p.m. on the date specified on the Academic Calendar**. (Please see the GTS Thesis Guidelines for further details regarding formatting, etc.).

Name: _____ Date: _____

Degree Program: _____ Course Number: _____

Draft Thesis Title: _____

Please attach the following items:

1. A 250-word thesis statement.
2. An outline of your thesis project.
3. A preliminary bibliography (20 items is suggested).

NOTE: A cover page is required when handing thesis to the first reader.

- I have read and understand the thesis guidelines.
- My GPA currently matches the requirements, so that I am eligible to write a thesis.
- I understand that my account will be charged a \$200 thesis submission fee.
- I have kept a copy of the Thesis Proposal Form and the Thesis Guidelines for my records.

Student's Signature _____ Date _____

Thesis Advisor's Signature _____ Date _____

Second Reader's Signature _____ Date _____

Thesis Guidelines (for S.T.M. Students)

(see also "Academic Policies – Thesis, Summative Papers, and Final Projects" in the online Catalog)

b. Thesis option:

- i. The candidate shall have completed, with the grade of **B** (not B-) or better in each course, twenty-four credits in or closely related to the candidate's major field of study:
 - (1) Six of these credits are to be earned by the completion of a thesis;
 - (2) For students in the field of Anglican Studies six of these credits must be earned in the Graduate Seminar in Anglican Studies;
 - (3) With the approval of the candidate's faculty supervisor and the Academic Dean, up to six credits may be earned by external course work;
- ii. The candidate shall submit to their readers by **the first Friday of April** of his or her final year an acceptable and substantial thesis of not less than 15,000 nor more than 20,000 words on a limited topic within the candidate's field of study.
 - (1) The topic of the thesis must have received the approval of the candidate's faculty supervisor and the Academic Dean.
 - (2) The thesis is to be read by two members of the Faculty, one of whom is normally the candidate's faculty supervisor.
 - (3) The readers will provide structured feedback to the candidate by April 21st.
 - (4) The candidate may then revise and resubmit their final version to the Registrar by **the last Friday of April**.

c. Non-thesis option:

- i. The candidate shall have completed, with the grade of **B** (not B-) or better, twenty-four credits in or closely related to the candidate's major field of study:
 - (1) For students in the field of Anglican Studies six of these credits must be earned in the Graduate Seminar in Anglican Studies;
 - (2) With the approval of the candidate's faculty supervisor and the Academic Dean, up to nine credits may be earned by external course work;
- ii. The candidate shall complete a paper of substantial length on a topic approved by the candidate's faculty supervisor:
 - (1) The paper need not be separate from work undertaken as part of a course.
 - (2) The purpose of the paper is to demonstrate the candidate's ability to do graduate-level research and writing.
 - (3) The paper shall be submitted to the faculty supervisor during the final term of study.
 - (4) The paper is to be evaluated by the faculty supervisor, together with a second reader appointed by the Academic Dean.

Organization of Theses, Summative Papers, and Projects:

Theses, summative papers, and projects constitute academic writing and must conform to the normal standards of academic writing. The thesis must adhere to these standards:

1. Specifications for Theses:

a. Theses constitute academic writing and must conform to the normal standards of academic writing, including attention to the seminary's inclusive language policy, plagiarism policy, and other relevant policies.

b. The following is the order in which the elements of the thesis are to be placed:

1. Signed Acceptance sheet (for archival copy only)*
2. Title Page*
3. Abstract (no more than one page)
4. Table of Contents*
5. Preface
6. Text* (divided into at least three Chapters or Sections)
7. Appendices (if any)
8. Bibliography*
9. Indices
10. Curriculum Vitae

**Items are mandatory.*

c. Format: In all matters of presentation (including footnotes, bibliography, headings, block quotations, capitalization, and abbreviations), the work should conform to the standards of the current edition of Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*. Chicago: University of Chicago Press, 2013. Also acceptable are modifications suggested by *The SBL Handbook of Style*. Eds. Patrick H. Alexander, et.al., Peabody, Mass.: Hendrickson 1999.

d. Reader Copies: For reader's copies, the thesis should be printed on standard white 8.5 x 11 inch paper and bound per the advisor's request. These copies can be double-sided.

e. Library Copies: The library requires two copies for archival purposes. These copies must be single-sided, unbound, and unpunched. They should be printed on 8.5 x 11 inch, white, acid-free thesis paper (i.e. watermarked 20-pound, 100% cotton paper).

f. Citations: Citations must be in footnote format, not endnote format. The exception is biblical citations, which may be made after referencing the passage and should be placed in parentheses. E.g. "Be imitators of me, as I am of Christ." (1 Cor 11:1) or (1 Corinthians 11:1).

g. Type: Font size must be 12-point Times New Roman (or other similar font) for the body text, including quotations and headings. Footnotes should be in 10-point Times New Roman (or the same similar font as body text). Appropriate fonts for non-Latin characters (Greek, Hebrew, Coptic, Syriac, Russian, etc.) are acceptable. Contrasting fonts for special purposes may be used with permission of thesis advisor.

h. Page Format: The left margin must be 1 ½ inches; all other margins must be at least 1 inch. The body text should be left justified. Chapter titles should be centered. The body text must be double-spaced with the exception of block quotations, which should be single-spaced and indented 1 inch from existing margins (see Turabian).

i. Numbering: Page numbers should be centered below the body text and footnotes and conform to body text guidelines in font and size. The body text and footnotes of the thesis together with all appendices, bibliographies, indices, etc. must be numbered with a single sequence of Arabic numerals. Sections before the main text of the thesis must be separately paginated in lower-case Roman numerals.

j. Footnotes: Footnotes must be separated from the body text by a 2 to 3 inch left-justified line. They must be numbered consecutively through each chapter. Numbering should either be continuous through the whole thesis or start again with each new chapter. Footnotes should begin at the bottom of the page on which the reference is found, continuing if necessary to the bottom of the next page. Footnotes should be single-spaced and not indented on the first line.

k. Any exceptions to this formatting must be cleared with the student's thesis advisor, the registrar, and the Keller Library staff.

Thesis Guidelines Checklist:

___ Submit a proposed course of study and thesis topic (drafted in consultation with your Faculty Supervisor or Thesis Advisor) to the Registrar's Office by the end of business on **October 2**. The Faculty must approve these items before continuing with your thesis.

___ Submit a completed Thesis Proposal Form (drafted with consultation of your Faculty Supervisor or Thesis Advisor) to the Registrar's Office by the end of business on **the date specified on the Academic Calendar**. A bibliography and outline should be included.

___ Must present *at least* one section of writing to your Faculty Supervisor or Thesis Advisor by **the end of February**.

___ It is strongly suggested that you meet with your Faculty Supervisor or Thesis Advisor three times.

___ Submit two (2) copies of the final thesis (one of which is the archival copy), complete with all elements and signatures, to the Registrar by the end of business day on **the last Friday of April**. *The Faculty Advisor will set this due date if the candidate has chosen the non-thesis option.*