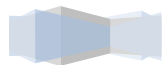


THESIS WRITING GUIDELINES

**FOR MASTER IN DIVINITY STUDENTS
SAINT ANDREW'S THEOLOGICAL SEMINARY**

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I. GENERAL POLICIES

- A. Students are required to submit thesis related to theological studies with at least eighty (80) pages, exclusive of the preliminary pages and appendices.
- B. Students are required to start their thesis writing on the second semester of their second year in the program and must finish it on the second semester on their last year in the program.
- C. Students are required to undergo an oral defense of the thesis; a proposal defense and a final defense (see XVII for the specific schedule). The panel for both defenses shall be composed of 3-4 members, with the Dean as chairperson, the Reader and 1 or 2 members from the faculty or a guest depending on the thesis topic.
- D. Students must comply with the schedules set for thesis output submissions and thesis oral defenses.
- E. Students are required to consult his/her appointed thesis adviser regarding his/her study. The appointed advisers shall assist their advisees in writing their thesis.
- F. Students are required to conform to the notes-bibliography pattern of citation from the latest edition of Kate L. Turabian's "*A Manual of for Writers of Research Papers, Theses, and Dissertations*" found in the library.
- G. Students are required to submit to the librarian a soft copy of the final copy of the thesis including the preliminary pages and appendices for binding.
- H. The seminary strictly prohibits copying from any work without properly citing the creator of that work.

II. PARTS OF THE THESIS

Section	Page	Required; optional	
Title Page	No page number	Required	
Preliminary Pages (starts with ii-Roman page numbers)	Approval page	Required	
	Abstract	Required	
	Dedication	Optional	
	Acknowledgement	Required	
	Table of Contents	Required	
	List of Tables	Required if thesis contains tables	
	List of Figures	Required if thesis contains figures	
	Other lists	Optional	
	Executive Summary	Optional	
Section	Page	Required	Position

Main Body (starts with 1- page number)	Chapters I. Introduction (Level 1 Heading 1)	Required	Centered
	Background of the Study (Level 2 heading)	Required	Centered <i>Note: For Level 3 headings, flush left</i>
	Statement of the Problem or Objectives of the Study (Level 2 heading)	Required	Centered <i>Note: For Level 3 headings, flush left</i>
	Statement of Hypothesis (Level 2 heading)	Optional	Centered <i>Note: For Level 3 headings, flush left</i>
	Framework of the Study (Level 2 heading)	Optional	Centered <i>Note: For Level 3 headings, flush left</i>
	Operational Definition/ Definition of Terms (Level 2 heading)	Required	Centered <i>Note: For Level 3 headings, flush left</i>
	Significance of the Study (Level 2 heading)	Required	Centered <i>Note: For Level 3 headings, flush left</i>
	Scope and Limitation (Level 2 heading)	Required	Centered <i>Note: For Level 3 headings, flush left</i>
	II. Review of Related Literature (RRL) (Level 1 Heading 2)	Required	Centered
	<i>Note: All Level 2 headings created for RRL must use pattern used other Level 2 headings of other chapters</i>	Required	Centered <i>Note: For Level 3 headings, flush left</i>
	III. Methodology (Level 1 Heading 3) <i>Note: For Qualitative Research, include Methodology as Level 2 heading under Chapter 1 before the Significance of the Study</i>	Required for Quantitative Studies or Mixed Methods	Centered
	Research Design (Level 2 heading)	Required for Quantitative Studies or Mixed Methods	Centered <i>Note: For Level 3 headings, flush left</i>
	Target Population (Level 2 heading)	Required for Quantitative Studies or Mixed	Centered <i>Note: For Level 3 headings, flush left</i>

	Methods	
Instrumentation (Level 2 heading)	Required for Quantitative Studies or Mixed Methods <i>Note: Required for Qualitative Studies using interviews as instrument for data collection</i>	Centered <i>Note: For Level 3 headings, flush left</i>
Validity of the Research Instrument (Level 2 heading)	Required for Quantitative Studies or Mixed Methods <i>Note: Required for Qualitative Studies using interviews as instrument for data collection</i>	Centered <i>Note: For Level 3 headings, flush left</i>
Reliability of the Research Instrument (Level 2 heading)	Required for Quantitative Studies or Mixed Methods	Centered <i>Note: For Level 3 headings, flush left</i>
Data Collection (Level 2 heading)	Required for Quantitative Studies or Mixed Methods	Centered <i>Note: For Level 3 headings, flush left</i>
Data Analysis and Interpretation (Level 2 heading)	Required for Quantitative Studies or Mixed Methods	Centered <i>Note: For Level 3 headings, flush left</i>
IV. Results and Discussion (Level 1 Heading 4)	Required	Centered

	<p><i>Notes:</i></p> <p><i>1. For Quantitative or Mixed-Method studies, provide Level 2 headings based on the variables of your study and follow the format for Level 2 headings</i></p> <p><i>2. For Qualitative studies, additional headings may be created following the format for the different levels of headings</i></p>	Required	Centered <i>Note: For Level 3 headings, flush left</i>
	V. Conclusions, Recommendations, Reflection (Level 1 Heading 5)	Required	Centered
	Conclusions (Level 2 heading)	Required	Centered <i>Note: For Level 3 headings, flush left</i>
	Recommendations (Level 2 heading))	Required	Centered <i>Note: For Level 3 headings, flush left</i>
	Reflection (Level 2 heading)	Required	Centered <i>Note: For Level 3 headings, flush left</i>
	Bibliography (Level 1 Heading 6)	Required	Centered
	<p>Appendices (Level 1 Heading 7)</p> <p><i>Note:</i></p> <p><i>1. Include here the instrument, correspondences i.e. letter of permission to collect data or study, other pertinent attachments needed in the presentation of the thesis.</i></p>	Optional	Centered

III. THE THESIS AND THE ORAL DEFENSE (PROPOSAL AND FINAL)

- A. The thesis proposal must contain the following and should follow the format specified under Section II of this handbook.

I. INTRODUCTION

- A. Background of the Study
- B. Statement of the Problem/ Objectives of the Study
- C. Operational Definition/ Definition of Terms
- D. Significance of the Study
- E. Scope and Limitation

II. REVIEW OF RELATED LITERATURE

III. METHODOLOGY

- A. Research Design
- B. Data Collection
- C. Data Analysis and Interpretation

IV. BIBLIOGRAPHY

V. APPENDICES

******Note: for qualitative studies, include methodology under Chapter I before the Significance of the Study***

****** Note: Students may include information needed in the thesis proposal.***

B. The draft of the final thesis must contain all necessary sections needed (see section II).

C. Outputs must be submitted two weeks before the oral defense (see section XVIII).

D. Students must prepare four (4) copies of the outputs to be distributed to the panelists and to the adviser.

E. During the oral defense (proposal and final), students are required to summarize what they have written and present them in a PowerPoint.

F. During the oral defense (proposal and final), students are also required to wear corporate attire.

IV. FILE FORMAT, PAPER SIZE

A. The final copy of the thesis which will be submitted for binding should be in .pdf format.

B. The paper size should follow the Letter (US) style (8.5 X11 inches or 215.9 x 279.4 millimeters).

V. TYPEFACE

Section	Normal, Bold or <i>Italic</i> ; Case	Style; Size
Level 1 Headings	Boldface; UPPERCASE	Times New Roman; 12
Level 2 Headings	Boldface; Capitalize the first letter of each word except for prepositions and articles not in the beginning	
Level 3 Headings	<i>Italic type</i> : Capitalize the first letter of each word except for prepositions and articles not in the beginning	
Content of each heading (Text)	Normal ; put in italics words which are needed to be in italics, i.e. dialogues in verbatim, exact words used during interviews, etc.	
Caption of Figures and Title of Tables	Boldface; Capitalize the first letter of each word except for prepositions and articles not in the beginning	

VI. LINE SPACING AND INDENTATION

A. The default line spacing between texts is 2.0 (Double-space).

B. Use single space for headings, block quotations, table titles and figure captions and lists of appendices. Also, the following items should be single-spaced internally:

- certain elements in the front matter, including the table of contents and any list of figures, tables or abbreviations
- footnotes or endnotes
- bibliography

C. Provide a new page for the beginning of each chapter.

- D. Use multiple spaces in between the Level 1 heading and the first Level 2 heading.
- E. Use multiple spaces in between a paragraph and a Level 2 heading.
- F. Use double spaces in between a paragraph and Level 3 heading.
- G. For indentation, use tabs or indents (default 5 spaces) rather than spaces for paragraph.

VII. MARGINS

Top	1.25" (to give space SATS HEADER)
Bottom	1"
Left	1.5" (for binding purposes)
Right	1"
Page Number	.5"

VIII. PAGINATION

- A. Page numbers should be visible except for the Title page.
- B. Page number should be on Top right.
- C. Preliminary pages must be in Roman Numeral style.
- D. The paging of the main body of the thesis must use the Arabic numeral style.

IX. CITATION

- A. SATS follows the “Turabian” style or the notes-bibliography pattern of Chicago style in citing references. You can find a copy the manual at the library (A Manual for Writers of Research Papers, Theses and Dissertations, chapter 16-17).
- B. Thesis outputs must show the footnotes and bibliography of references used following the format indicated in Turabian’s *A Manual for Writers*. All references consulted must be reflected both in the footnotes and in the bibliography.

C. Fifty percent (50%) of the references used must be of five (5) years recency. This can be waived for historical studies.

X. TABLES AND FIGURES

A. All figures and tables used in the thesis must be described and discussed.

B. Place a table or figure immediately after the paragraph where it was mentioned first.

C. Figures shall be numbered starting with 1. It should be numbered separately from tables. The number and caption should be placed below the figure. The example is shown below.

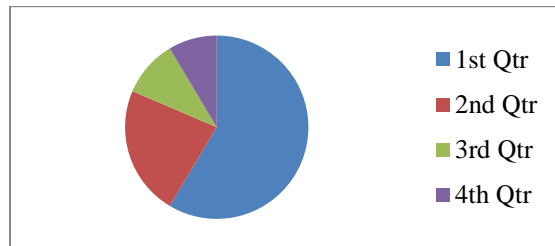


Figure 1. What is the figure all about.

D. Tables shall be numbered starting with 1. It should be numbered separately from figures. The number and title should be placed above the table. The example is shown below.

Table 1. Distribution of Respondents According to their Age

Age	F	%
18-22	50	51.5
23-27	29	30
28 and above	18	18.5
Total	97	100


E. Other specifications are mentioned and discussed in Turabian's *A Manual for Writers*.

XI. BINDING

- A. Students must submit the soft copy of the final thesis at the library on the schedule set for submission for binding.
- B. The binding color for all thesis outputs is red.
- C. The binding and printing cost must be paid upon enrolment.
- D. One copy shall be deposited to the library.

XII. TITLE PAGE

- A. Students must submit all outputs with the title page (except for the submission of concept/ title). A template for the title page is shown below.



2 spaces

[TITLE OF THESIS]

4 spaces

A Thesis

3 spaces

Presented to the Faculty of
SAINT ANDREW'S THEOLOGICAL SEMINARY
 Quezon City, Philippines

3 spaces

In Partial Fulfillment
 Of the Requirements for the Degree
MASTER IN DIVINITY

[FULL NAME] ← *Above 1" margin*
 [Date of Submission]

XIII. APPROVAL SHEET

- A. The final output should have an approval sheet. It should appear after the Title page.
- B. Approval Sheet A must be signed before the final oral defense by the panelists and adviser. Approval Sheet B must be signed as an indication that the thesis is finally approved and passed.
- C. The template of the Approval sheet is shown below.

APPROVAL SHEET A

This thesis entitled ["TITLE OF THESIS"] prepared and submitted by [NAME OF STUDENT] in partial fulfillment of the requirements for the degree **MASTER IN DIVINITY**, has been examined and recommended for acceptance and approval for **ORAL EXAMINATION**.

THESIS COMMITTEE

[NAME AND SIGNATURE OF THE DEAN]
Chairperson

[NAME AND SIGNATURE]
Member

[NAME AND SIGNATURE]
Member

[NAME AND SIGNATURE]
Member

[NAME AND SIGNATURE]
Member

[NAME AND SIGNATURE]
Adviser

Date

APPROVAL SHEET B

Approved by the Committee on Oral Examination with a grade of **PASSED**.

PANEL OF EXAMINERS

[NAME AND SIGNATURE OF THE DEAN]
Chairperson

[NAME AND SIGNATURE]
Member

[NAME AND SIGNATURE]
Member

[NAME AND SIGNATURE]
Member

[NAME AND SIGNATURE]
Member

[NAME AND SIGNATURE]
Adviser

Accepted and approved in partial fulfillment of the requirements for the degree **MASTER IN DIVINITY**.

[NAME AND SIGNATURE]
PRESIDENT AND DEAN

Date

XIV. ACKNOWLEDGEMENT

- A. The final output must have an acknowledgment. It should appear after the approval sheet.
- B. The section should not be more than 2 pages.

XV. ABSTRACT

- A. The final output must have an abstract. It should appear after the acknowledgment.
- B. The abstract should not be more than 2 pages.
- C. The abstract must contain the summary of the study (problem, methodology, and conclusion).
- D. The template of the Abstract is shown below.

<p>[TITLE OF THESIS]</p> <p>BY</p> <p>[NAME OF STUDENT]</p> <p><i>[4 spaces]</i></p> <p>ABSTRACT</p> <p><i>[4 spaces]</i></p> <p>[This study _____</p> <p>_____</p> <p>_____</p> <p>_____.]</p>

XVI. TABLE OF CONTENTS

- A. All outputs submitted should have Table of Contents (except for concept/title submission). In the final output, it should appear after the Abstract.
- B. Table of Contents should include all Level 1, 2 and 3 headings with the corresponding page numbers.
- C. Before the chapters, include the page numbers of the Acknowledgement, List of Tables (if it applies), List of Figures (if it applies), and the Abstract.

XVII. COST

Thesis Adviser's Fee	3,000 + 1,000 (start work second year second semester)
Thesis Reader's Fee	1,500 + 500 (Grammar check)
Binding	600 (2 copies)
Printing	300
Total	6,900
Note: This does not include honorarium and travel costs for outside panelists (if necessary) and statistician if the thesis is quantitative.	

XVIII. SCHEDULE

Submission of Thesis Proposals	Friday on the 2 nd week of August (Last day of Submission) (1 st semester)
Thesis Proposal Oral Defense	Last week of August (1 st semester)
Submission of Final Thesis Output for Defense (Initial)	4 th week of March (2 nd semester)
Thesis Final Oral Defense	2 nd week of April (2 nd semester)
Submission of Final Thesis (Bound and Signed)	1st week of May (2nd semester)

Approved:
July 2020