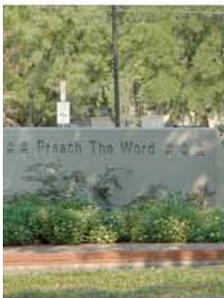




## D.Min. Applied Research Project *Final Draft Instructions*

When you have incorporated all final comments from your readers and your final draft is ready for printing and binding, the final draft of your dissertation must be filed according to the following guidelines. Please read these instructions carefully so that your applied research project does not need to be returned to you for corrections. Also note that the date on the title page of the applied research project should be May (or December) 20\_\_ (year you are graduating). If you have any questions about any of these instructions, please feel free to contact the D.Min. Office at [jballard@dts.edu](mailto:jballard@dts.edu) or (214) 841-3734 or 1-800-992-0998, ext. 3734.

- 1) Two (2) copies of the final draft of the applied research project must be in the D.Min. Office once the Dissertation is ready to submit as the FINAL copy, after all corrections have been made. One copy will be bound for the library and one copy will be sent to TREN for microfilming. If you mail your applied research project, please allow adequate time for delivery.
- 2) **Both the "library copy" and "TREN copy" must be printed on a laser printer with 20 lb. (no thicker), acid-free, stock paper of at least 25% cotton.** The seminary recommends Permalife White Bond paper. At present it is available from Gaylord.com (800-448-6160) and the DTS Book Center. The library indicates that the high quality paper is required for the print to remain legible for long periods of time.
- 3) Charts or diagrams must be in black and white so they will legible when microfilmed.
- 4) **Each copy of the dissertation (including each personal copy) needs to be submitted in an 8 1/2x11x2" box.** These boxes can either be purchased from the Seminary Bookstore or you can use typing paper boxes. If the copies are not submitted in their own box, the D.Min. Office will supply that box but at the expense of the student. It is not necessary to ship them individually. If your boxes are not sturdy, please ship them inside a heavy cardboard box. The DTS Bookstore sells only the lightweight boxes.





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- 5) Place 1 blank page at the front of the dissertation and 2 blank pages at the back of the applied research project. This is necessary for binding purposes. A grade approval/acceptance sheet (sample enclosed) must also be included after your title page. The form in which your applied research project should be submitted is as follows:

Blank Page

Title Page (use graduation date of May 20\_\_ or December 20\_\_)

Acceptance Sheet (Student must have signature of Advisor and 2<sup>nd</sup> Reader).

Abstract (number with other preliminary matter)

Table of Contents

List of Illustrations

List of Tables

List of Abbreviations (If applicable)

Acknowledgments

Preface (If applicable)

Body

Bibliography

2 Blank Pages

- 6) Page Numbering: Numbered pages begin with the body of the dissertation. The Table of Contents should be given a Roman numeral at the bottom of the page. Arabic numerals should appear at the bottom of the first page of each chapter. The remaining pages should be numbered in Arabic numerals in the upper-right hand corner.
- 7) Be careful about corrections on your final draft. Once the applied research project has been submitted to the D.Min. Office and sent away for binding, it cannot be recovered for corrections. It is a good idea not only to proofread it yourself, but also have someone else proofread it for you (at least once!).
- 8) **The Acceptance Sheet must be signed by both the Advisor and 2<sup>nd</sup> Reader which is the student's responsibility.** You can have the first professor mail it back to the student who then mails it to the second reader. Or do this in person for each reader. Whichever is most convenient.





*Doctor of Ministry Department*

**D.Min. Applied Research Project**  
*Final Draft Instructions*

- 9) The fee structure for the applied research project, which must be paid upon submission of the final draft in the D.Min. Office, is as follows:

\$100 filing fee  
\$20 for binding each personal copy desired (student supplies the copies)  
\$60 copyright (optional)

\*\* You may make one check out to Dallas Theological Seminary.

- 10) Microfilming of the applied research project is required (the cost of this is covered in the filing fee) so an agreement form with Theological Research Exchange Network (TREN) must also be submitted with the final draft of your applied research project. If you desire a copyright, complete the entire form and submit the additional \$60 with the form when you turn in your printed final draft. If you do not desire a copyright, *you must still fill in and sign all portions of the form with the exception of the Copyright Registration Information Section.* This allows TREN to microfilm your applied research project. Whether you chose to copyright or not, the microfilming agreement must be turned in with your final draft (just leave the copyright section of the agreement blank).

- 11) An abstract of your applied research project will be printed in *Research in Ministry: An Index to Doctor of Ministry Project Reports and Theses*. There is no charge for this and it lets the rest of the world know your information is available. **Please input your information at the following web address, and send the DMin Office an email when you have completed inputting your information with RIM.**

**RIM Website:** <http://www.atla.com/products/rim/rimsubmitform.html>  
Or <http://www.atla.com/products/rim/Rimonlineform.html>.

- 12) If you wish to have any **personal copies** bound, the library will have them bound for \$20 each. Personal copies may be printed on any type of paper, but copies printed on a laser printer using the 20 lb., 25% cotton, paper will last for a longer period of time. Please submit each personal copy in its own 8 ½ x 11 x 2" box (they do not need to be mailed individually, however).

If you have any questions, please do not hesitate to contact our office.





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### Enclosures:

TREN Form  
Memo regarding copyright  
Sample Acceptance Page

### Steps to the Final Draft

- Review notes made on 1st draft (from form & content readers)
- Make changes indicated
- Schedule the Exit Interview with the DMin office
- Submit the Exit Interview Survey and the Ministry's Exit Survey
- Conduct the Exit Interview - ask any questions you still may have for the final draft
- Make any other changes to the final draft
- Submit 2 copies and any personal copies

