Candidates will prepare theses and dissertations according to the standards described in this document.

*Follow these instructions carefully. You may not file your thesis or dissertation or graduate until the physical format of your thesis or dissertation has been approved by the reference librarian.* Further questions about archival standards or approval of your thesis/dissertation format may be directed to the Reference Desk at 510-649-2501 or library@gtu.edu.

The Reference Desk is open Monday-Friday 8:30 – 4 pm for these reviews, though special closures may occur. Every attempt will be made to have a staff person on duty during these hours the week preceding the filing date each semester, but at other times during the semester, or if you are on a tight time frame, contact the desk. For students at a distance, you may send a friend to the library with the printed final copies of your document and the approval form on your behalf. The actual thesis/dissertation document and all of its parts are the responsibility of the student until it is filed with your school. The Library will not be responsible for the safety or keeping of the document or any of its parts.

**STYLE**

Turabian is the writing style for GTU theses/dissertations (i.e. *Manual for Writers of Term Papers, Theses and Dissertations*, 9th edition, by Kate Turabian). Bibliographical references may be in a format appropriate for the field of study and approved by the Department. For dissertations, the Core Doctoral Faculty approved the placement of footnotes at the end of the manuscript or at the end of each chapter, provided that the form is consistent. In instances where this document differs from Turabian the student should follow this document. Approval of content is the responsibility of the candidate's committee.

**ABSTRACT**

*Doctoral candidates* must include an abstract of no more than 350 words, which clearly sets forth the context and conclusions of the dissertation. It is bound with the dissertation itself. The abstract should carry the full title of the dissertation and the author’s name at the top of the first page. The coordinator’s signature should appear on the last page. We suggest that you take copies of the properly formatted abstract page(s) printed on acid-free paper to the defense with you to simplify obtaining the signature.

**ARCHIVAL STANDARDS**

After obtaining approval from their committee, candidates should present their thesis or dissertation to the reference librarian at the GTU Library Reference Desk, who will approve and sign off on the archival nature of the thesis/dissertation. These unique documents will be preserved by the Library in perpetuity.

Library approval is based on the following:

- TWO FINAL COPIES*
- TITLE PAGE, with original committee signatures and dates on all copies
- PAPER
- MARGINS
- ILLUSTRATIVE MATERIAL (including charts and graphs)

*Some member schools may require an additional copy for the school.

Each standard is described below.
TITLE PAGE
Please see the examples on page 5 & 6 of a title page, substituting your own information, including title, degree, and committee members. You must obtain original signatures of all committee members on all copies of the title page. We suggest that you take copies of the properly formatted title page printed on acid-free paper to the defense with you to simplify obtaining signatures.

PAPER
The two copies must be printed on 8-1/2 x 11” paper that meets all of these archival standards:

- 20 lb. paper
- acid-free
- contains at least 25% cotton rag
- does not contain post-consumer fiber

For simplicity and convenience, we highly recommend that you use Permalife or Southworth Thesis paper, which complies with all of these archival standards.

Appropriate paper is available at The Campus Store, 1805 Euclid Ave., Berkeley, CA, at Vicks Copy, 1879 Euclid Ave., Berkeley, CA, and online. If you order online, be sure to obtain the correct paper weight (20 lb). Note: this paper is significantly cheaper online.

You must provide proof that the paper complies with these requirements when you bring your document for approval to the library, bring your paper wrapper or box to the reference staff.

The print must be letter quality with dark black characters that are consistently clear. Do not print on both sides of a page, every page of the thesis/dissertation must be printed single-sided.

SPACING
Double spacing is required for the main body of the work except in those places where usage calls for single spacing, e.g., footnotes, indented quotations, etc. Use Turabian 9th edition as your guide.

FONT
The type size should be 12 point in an easily readable font such as Times New Roman or Arial. Type used for charts, drawings, graphs, tables, footnotes, etc., may differ according to format and space requirements, but should be at least 10 point.

MARGINS
Your thesis/dissertation will be bound so that it can withstand use for years to come. The Library will bind your thesis/dissertation for you via Trappist Abbey Bindery. Do NOT bind your thesis/dissertation yourself. When your thesis/dissertation is bound, it will be trimmed on all four sides. Once it is bound, the left-hand margin will fall into a gutter; for this reason the left margin is larger than the others.

Margin requirements apply to all pages, whether text, illustration, charts, graphs, or other content. Be sure to check the margins not only on pages with text, but also pages with charts, graphs, or images.

- Left: 1 1/2 inches
- Top, right, and bottom: 1 inch

Page numbers may be 1/2 inch from edge, but no closer.
PAGINATION AND ORDER OF MATERIALS

TITLE PAGE
not numbered

ABSTRACT, PREFACE, DEDICATION, CONTENTS, ETC.
numbered separately in Roman (i, ii, iii) at the bottom middle of the page

MAIN BODY OF THE TEXT
numbered with arabic numerals at the bottom middle of the page

Pagination of the main body of the text should include illustrations.

If it becomes necessary to insert materials after typing, the new page should be noted as follows: page 21, then 21a, 21b, 21c, etc. If a page is removed, another numbered page, blank except for the notation "lacking in numbering only" should be inserted in the proper place.

ILLUSTRATIVE MATERIAL
Illustrative materials (e.g. photographs, graphs, charts) should be printed or photocopied on thesis paper since any pages on which illustrations appear must also be on acid-free paper. Black and white or color printing is acceptable. The left margin must be 1.5 inches.

OTHER MEDIA
The use and format of all other media must be approved by a reference librarian before the submission of the thesis/dissertation.

"The library will retain copies of supplemental works in electronic media such as CDs or videotapes which accompany the thesis/dissertation as a courtesy to candidates who wish to include them. However, because such media are unstable and relatively short-lived, such works shall not be considered a part of the archival record of the candidate's fulfillment of the requirements for the degree."

NUMBER OF COPIES

GTU-only degree candidates must submit two (2) archival quality copies of their thesis/dissertation. All copies must have received approval for archival standards from the GTU Library before submission to the GTU Dean of Students Office. Each copy of the thesis should be in a separate envelope. Each copy of the dissertation should be in a separate box. Please Note: candidates in the common MA degree program affiliated with a member school may have to submit additional copies of the thesis and should check with their school registrar for details.

FILING PROCEDURES

FILING THE THESIS/DISSERTATION
Follow these instructions carefully. You may not file your thesis or dissertation and graduate until the physical format of your thesis or dissertation has been approved by a Reference librarian. After the librarian has approved the physical document, you may deliver the document to your school for deposit.

GTU students will deposit with the Academic Secretary no later than the October filing deadline if the degree is to be conferred at the October Board of Trustees meeting, or the April filing deadline if the degree is to be conferred at the May Board of Trustees meeting. Check the Extended Calendar for the specific GTU filing deadlines each year.
Member school students will deposit with their registrar and may have different deadlines.

A note on titles of Ph.D. dissertations: Dissertation Abstracts (the entity responsible for indexing and distributing copies of dissertations) recommends that titles be succinct so that the full title can be carried in a database. When the final copies are filed with the Academic Secretary, doctoral candidates will be asked to sign a microfilming and copyright agreement.

A note to candidates needing to file from a distance: if a candidate does not live in the greater Bay Area and cannot reasonably commute to the GTU to complete any or all of the processes listed in the GTU graduation/filing packet, including securing approval from the GTU Library Reference Department and/or filing, he/she must arrange for someone to complete these processes for candidate. Unfortunately, GTU staff do not have the capacity to consult with colleagues about a candidate’s status with a particular office, secure signatures, and/or submit a thesis or dissertation to the Library Reference Department for approval or to the Academic Secretary’s Office for filing. Candidates at a distance should secure the help of a friend or family member living in the local area.

As soon as the thesis/dissertation is filed, the Academic Secretary or Registrar assumes responsibility for the thesis/dissertation. Once the document is bound, cataloged, and processed, one copy is placed in the GTU library to be circulated and used, and one copy is kept for the archives off-campus storage facility.

THESIS AND DISSERTATION FILING FEE
A thesis fee or dissertation fee is payable no later than the filing date of the final copies (see a document entitled “Graduate Theological Union: Tuition and Fees” for the fee amount). This fee covers the cost of microfilming, binding, diploma, and diploma cover, as well as copyright fees for dissertations. Please Note: candidates in the common MA degree program may have additional requirements and/or fees. Check with your member school registrar for details.

A NOTE ON ELECTRONIC AND PERSONAL COPIES
Print Personal copies can be ordered separately via Trappist Abbey Bindery https://www.bookbindery.org/
Personal copies do not have to conform to any of the above standards and can be alternate sizes, single-sided, and with a colored cover of your choice.

Some schools of the GTU are participating in an electronic upload of dissertations and theses, to make these unique documents more widely available to the academic community. These guidelines only describe the submission of the print copies. Please see documentation regarding the electronic thesis and dissertation (ETD process) if required by your program.
Sin and Brokenness, Passage and Purpose:

Reforms in Recent American Lutheran Rites for Pastoral Care of the Sick

A Dissertation Submitted to

The faculty of the Graduate Theological Union

in partial fulfillment of the requirements for the Degree of

Doctor of Philosophy

by

Kyle Kenneth Schiefelbein

Berkeley, California

February 2015

Committee Signatures

__________________________________________
Michael Aune, Coordinator                      Date

__________________________________________
Ruth Meyers, Member                            Date

__________________________________________
Jay Johnson, Member                            Date

__________________________________________
Elizabeth Gassin, Member                       Date
Second Sons and Mamas’ Boys:
Masculinity in the Jacob Story

A Thesis Submitted to
The faculty of the Graduate Theological Union
in partial fulfillment of the requirements for the Degree of
Master of Arts

by

Jennifer Ayn Lehmann

Berkeley, California
November 2016

Committee Signatures

____________________________________________________
Barbara Green, Coordinator

____________________________________________________
Naomi Seidman, Member

____________________________________________________
Katy Valentine, Member