

Graduate Theological Union

MASTER'S CAPSTONE AND DOCTORAL DISSERTATION GUIDELINES

Revised Feb. 2022

Candidates will prepare capstones 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 capstone/dissertation format may be directed to the Reference Desk at 510-649-2501 or library@gtu.edu.

Please review the new Hybrid Reference Desk on the GTU library webpage (www.gtu.edu/library) for in-person and remote hours.

STYLE

Turabian is the writing style for GTU theses/dissertations (See *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 use of endnotes (at the end of the manuscript or at the end of each chapter) as an optional alternative to footnotes, 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 of the abstract. Signatures will be obtained using Adobe Sign. Please work with the Academic Programs Coordinator and the Associate Dean of Students to obtain these signatures. **MA candidates do not need to include a signed abstract.**

ADOBE SIGN E-SIGNATURES

All MA and Doctoral Candidates must present their Title Page and Abstract (when applicable) to the Associate Dean of Students for **electronic signature by the defense deadline** listed in the Extended Calendar for processing (two weeks prior to the October 1 or April 1 filing deadlines).

Candidates who defend in the last week before the defense deadline can send their Title Page and Abstract (when applicable) **ONLY** to the Associate Dean of Students. Please follow the archival standards and sample Title Pages included below. **Errors will result in processing delays and could delay filing and graduation.**

If the Candidate has a full text of the capstone/dissertation that has already been approved by the committee coordinator for filing may also send the full text for review to the Associate Dean of Students by the defense deadline. A staff member will ensure that the archival standards and formatting listed below are correct to avoid any delays after printing.

Once the pages have been signed by the committee members, the Student Affairs office will send the signed pages back to the candidates for printing.

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 standards of the capstone/dissertation. These unique documents will be preserved by the Library in perpetuity. Students who live at a distance can send their copies to a friend in the area, who can take the copies to the Library for approval. Please contact the Associate Dean of Students with questions.

Library approval is based on the following:

- TWO FINAL COPIES*
- TITLE PAGE, with AdobeSign e-signatures for each committee member and dates on all copies
- CORRECT ARCHIVAL PAPER
- CORRECT 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 (for dissertations) & 6 (for MA capstones) of a title page, substituting your own information, including title, degree, and committee members. **BE SURE THAT THE TITLE PAGE ALSO FOLLOWS THE MARGINS STIPULATED BELOW.** See above for information regarding the e-signatures.

PAPER

The two copies must be printed on 8-1/2 x 11" paper that meets **all** of these archival standards listed below.

- 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. Be sure to purchase the right type.

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 capstone/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 Ariel. 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 capstone/dissertation will be bound so that it can withstand use for years to come. The Library will bind your capstone/dissertation for you via Trappist Abbey Bindery. Do NOT bind your capstone/dissertation yourself. When your thesis/dissertation is bound, it will be trimmed on all four sides. **Margin requirements apply to ALL pages, whether title page, 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 numerals (i, ii, iii, ...) at the bottom middle of the page
MAIN BODY OF THE TEXT	numbered with Arabic numerals (1, 2, 3, ...) at the bottom middle of the page

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

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 capstone/dissertation.

"The library will retain copies of supplemental works in electronic media such as CDs or videotapes which accompany the capstone/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 capstone/dissertation. All copies must have received approval for archival standards from the GTU Library before submission to the Student Affairs Office. Each copy of the capstone 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 CAPSTONE/DISSERTATION

Follow these instructions carefully. You may not file your capstone or dissertation and graduate until the physical format of your capstone 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 Programs Coordinator no later than October 1st if the degree is to be conferred at the October Board of Trustees meeting, or the April 1st 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 Programs Coordinator, 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, they 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 Program Coordinator'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 Programs Coordinator 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 October 1 or April 1 (see the GTU Tuition and Fees page on the website 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.

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	Date
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Naomi Seidman, Member	Date
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Katy Valentine, Member	Date
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