Asia Evangelical College & Seminary

[Accredited by Asia Theological Association]

AECS THESIS MANUAL

[Third Revised Edition 2015-16]

For Academic Research and Writing Skills

AECS Campus:
146/2, Chellekere Layout,
Kalyan Nagar Post,
Bangalore North – 560043.

INTRODUCTION

The academic programs at Asia Evangelical College & Seminary includes various levels of academic writings such as term papers, case studies, book reviews, book summary writings, reading reports, reflection papers, thought papers, research papers and dissertations. The students at AECS are required to follow a *uniform format* for all sort of academic paper submission when citing the source materials used. The *uniformity* includes in format, footnotes, bibliography, typesetting details, and abbreviations as well.

The objective of this thesis manual is to assist the students to identify and gather various source materials for research and writings. This 'AECS Thesis Manual' is based on several works done in the field of *research methodology*. The sources cited in this Manual are footnoted and acknowledged in the bibliography for additional reference.

The special thanks are due to the esteemed academic council of AECS for making tremendous comments on the first, second, and third editions of this Manual that was necessary. We want to extent our profound gratitude toward all who could collaborate to this third edition of Manual. We wish this thesis manual would serve as a helpful guide for the students of Asia Evangelical College & Seminary in the field of research and writings.

Dr. Satheesh Kumar P. K
Academic Dean, AECS

AECS Academics Council:

The academic council of AECS stands for academic excellence and missional competency. The faculties are well qualified and experienced in their areas of specialization.

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Prof. Dr. Abraham Chung

Prof. Dr. Stanley Choi

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Prof. Dr. Prabir Nayak

Prof. Dr. Vivek Gundimi

Prof. Siemboi Gangte

Prof. Dr. Satheesh Kumar

OUTLINE OF CONTENTS

1. WRITING ASSIGNMENTS AND TERM PAPERS
1.1.Typesetting Format for Assignments and Term Papers

1.1.1. Font : Times New Romans

1.1.2. Font Size : 12 font

1.1.3. Footnote : Font size 10; single spacing; flush against left margin; text aligned left; no line space between entries.

1.1.4. Spacing : 1.5 (space between lines)

1.1.5. Margins : Top and bottom 1.0 inch; left 1.5 inches; and inside margins 1.5 (left side)

1.1.6. Text Alignment : Align left margin

1.1.7. Paragraphs : Start each paragraph flush with left margin (Leave a line space between paragraphs).

1.1.8. Paragraph Length : Each paragraph should contain a minimum of 5 and the maximum of 9 lines. The maximum lines in a page are 25 to 30 lines.

1.1.9. Page Numbers : Place page numbers at the bottom centre

1.2. Assignments and Term Papers

Most of the methodology given for writing of thesis can also be used for writing assignments of course. There are kinds of assignments that can be given to the students at any educational level. Such as book reviews, reading reports, book summaries, term papers, sample footnotes entries and bibliographies so on.

1.2.1. Book Reviews:

The book review includes the analysis of the content of the book, evaluating the methodology used by the author, verifying the data presented, critically looking at the finding, recommendations and conclusion. The reviewer can also suggest alternative perceptions and perspectives. It is good to read some book reviews published in journals. Normally, a book review should be between 500 to 1000 words.[1] However, the lengths of words can extent in accordance with academic requirement by the respective professors.

The following points are the tips to do a book review:
- Gain intelligent glimpse (quick look) of the book

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[1]Jesudason Baskar Jeyaraj and Mohan Raj, *Guidelines for Writing Thesis and Assignments*, (Bangalore: Theological Book Trust, 2003), 69.

- Read the preface/introduction/ and comments at the backside of the book
- Begin with an attention-catching statement
- Write the most important thoughts first
- Highlight author's treatment of the subject
- Use long and short sentences
- Appreciation to the strengths
- Critical evaluation, comparison to the weak points
- Recommendations to the readers
- Serve as guide to the readers

Note:
- Review writing is not rewriting of the book
- It is not a summary of the content of the book
- The purpose of book review is to convince others about the book
- Do we need to give a message to others to buy the book?
- Review should serve as a guide to the readers

1.2.2. Reading Report

The reading report is also not rewriting of the book. A preliminary consideration on the following points will be helpful:

- Author, Title, Place of publication, Publishing Company, and year of publication
- Theme, purpose
- Major ideas
- Concise summary of the work
- Overview of argument
- Reasons, methods, and results
- Areas unclear and most convincing
- Expose errors occurred
- Unified presentation; not scattered ideas

1.2.3. Book Summary

- The summary is the way you understand the contents and context of the book
- The summary is writing the contents or framework of the book in your own words

1.2.4. Reflection Paper

It is your interaction with the author of the article or chapter or book.
In a reflection paper, the following preliminaries are to be included:
- ✓ Write a sentence or two about the very *purpose* and the *nature* of the article or the chapter or the book.
- ✓ Write a sentence or more, but not more than three sentences on the *content* of the article.

- ✓ Make perspective or conceptual comments on the article or chapter or book.
- ✓ Make your own critique if you have one and give reason why you have made that comment.
- ✓ You may also point out two or three points that you like and why you like them.
- ✓ Interact with one or two points that caught your attention.
- ✓ Point out your opinion that author does not include but you think is relevant to the subject.

1.2.5. Term Papers

A term paper is a long essay on a subject that should be written and submitted within a period or term. The teachers will prescribe the length of a term paper. The marks for each term paper will be informed to the students. The methodology for writing term papers is same as the methodology for thesis writing. The writing of a term paper includes the following things:

- Title
- Table of contents
- Introduction
- Body (Organized structure)
- Foot notes
- Conclusion
- Bibliography

2. RESEARCH AND THESIS WRITING METHODOLOGY

2.1. Typesetting Format for Thesis and Dissertations

2.1.1. Font : Times New Romans

2.1.2. Font Size : 12 font

2.1.3. Footnote : Font size 10; single spacing; indent against left margin (one tab from left); text aligned left; no line space between entries.

2.1.4. Spacing : 1.5 (space between lines)

2.1.5. Margins : Top and bottom 1.0 inch; left 1.5 inches; and inside margins 1.5 (left side).

2.1.6. Text Alignment : Align left margin

2.1.7. Paragraphs : Start each paragraph flush with left margin (with indent). Leave a line space between paragraphs.

2.1.8. Paragraph Length : Each paragraph should contain a minimum of 5 and the maximum of 9 lines. The maximum lines in a page are 25 to 30 lines.

2.1.9. Page Numbers   **:**   Place page numbers at the bottom centre

Roman Numerals :   Use this only for preliminary pages, do not start page number from Title Page, but start the pagination only from Signatory Page onwards, right before introductory page.

Arabic Numerals :   Start Arabic numeric numbers from introductory page onwards, starting from 1, 2, 3…,

2.2. What is Research / Dissertation?

✓ The research is "A search for an answer to a problem".
✓ In other words, the research is "A critical and systematic search for an answer to a problem in a subject area for the purpose of increasing human knowledge in that area in a form that is communicable and provable." (Hunter P. Mabry).

2.3. Research Question (s)

There must be a major question that student needs to ask to the subject undertaken. Formulation of this research question depends upon the type of thesis project. It has to be formed out of the specific major area of concern in the study. The research question will help the student in the following areas:

➢ It will help the student focus on the topic/ subject.
➢ It will keep the student in the center of the study.
➢ It will keep the student from diverting his / her attention to other areas that are not significant in the study.

There are three categories of research questions as suggested by Neuman's research methodology: (1) Exploratory study question; (2) Descriptive study question; and (3) Explanatory research. In exploratory study research question provides information on a new subject, or on issues which have not been studied by anyone. Remember this type of study is always addressed to a question of "How"? For e.g. a study about 'poverty in slum'. The research question will be, "How could I explore the real situation in the slum"? "How can I picture the actual life of the slum dwellers"? (Jessy, 2000:46).[2]

In a descriptive study addresses the question of "What"? For e.g. "What developmental endeavors are being undertaken by the society for the slum dwellers"? "In what ways do the lifestyles of these slum-dwellers affect the society"? "What are the common age group, sex category and social background of the drug addicts in the cosmopolitan cities of India"? The descriptive study is the one that is done on a subject that has been already been well-defined (Jessy, 2000:46).

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[2] Jessy Jaison, *Enjoy Your Research: A Manual for Theological Students* (Trivandrum: New India Publication, 2000), 46.

While a descriptive study addresses the question of "What?" the explanatory research deals with the question of "Why?" (Jessy, 2000:46–47). For e.g. an explanatory study, "Why are there so many fewer women in priesthood in India than in the U.K?" An explanatory study attempts to explain the underlying concepts, beliefs and practices that cause a phenomenon (Jessy, 2000:47). "Why are there people in the slum?"

"How?" – Exploratory study
"What?" –Descriptive study
"Why?" – Explanatory study

The researcher should be aware of the specific categories of study. This will help them to formulate the major question of their research work.

2.4. Basic Elements in a Thesis Writing

A research proposal represents and effort on the part of the writer to set forth a plan or scheme for undertaking his or her proposed research. The research proposal should be viewed as a plan for investigating a problem. It should reflect rigorous conceptualization of what is perceived to be the problem and how the problem will be investigated.

The basic elements in a research proposal:

2.4.1. Title / Topic

Thesis title is expected not to be too short or too long. See for example, **Title:** 1- "A critical evaluation of the concept and practice of Indianizing the Gospel of Jesus Christ in order to develop a theoretical counter argument to it". Is it too small or too simple that everything about it can be said within a chapter or two?

See for example, **Title:** 2 – "Pluralism". This title is too short.

2.4.2. Certificate of Approval

This is a signatory page that student needs to be placed right after the title page for the signature from the thesis approval committee of AECS (A model will be given in the appendix).

2.4.3. Declaration Page

The declaration page has three parts: (1) The author's declaration of copyright; (2) the author's declaration of thesis submission exclusively to the specific institution; (3) the author's declaration of sources cited are duly acknowledged. This is a declaration page and that has to be placed right after the certificate of approval page (See a model given in the appendix). The declaration page indicates that you own the work you have undertaken with all the right of a copyright.

2.4.4. Dedication Page

This dedication page is optional and this is not an acknowledgment page. Students can dedicate their thesis work to God, person, people, and parents/family members who had been a great help while the studies undertaken. (See a model for dedication page in the appendix).

2.4.5. Acknowledgment Page

This page will contain the author's profound gratitude towards certain significant people who are duly to be acknowledged during the course of study and the research work undertaken. However, the students have all the freedom to modify the content of this page. Your acknowledgment is due to God, person, people, family members, and friends and so on (See a model page for acknowledgments).

2.4.6. Abstract Page

This is an academic, written summary of conceptual framework of thesis, aiming at expressing an idea or hypothesis of creativity. Instead of the name & approval of the Mentor in the abstract page, I would rather suggest the title of the thesis, the name of researcher, class, and place. *Webster's New World* dictionary suggest, an abstract is "A brief statement of essential thoughts of a book, article, speech, court record, etc."[3] It is more of theoretical not of practical. An abstract may include the following elements: significance of the study, problem statement, approach, result and implication. (See a model page for Abstract).

2.4.7. List of Abbreviations (Optional)

The general preference for the use of abbreviation is given to the use of English not for the use of Latin. Instead of *f.* and *ff.*, and Op. cit. and loc. Cit., the exact page numbers, author's surname, and the title of the book are required. (See a model page for the list of Abbreviation).

2.4.8. Table of Contents

Table of contents contains an outline of the structure of entire thesis. This is a systematic and chronological organized list of the thesis project. Students can make a tentative outline before start writing the final draft. The outline will guides you to go forward systematically and to collect materials more accusatively. (See a sample page for table of contents).

2.4.9. Preface / Introduction

Introduction of course addresses the question of why this particular topic is undertaken for study. However, an introduction for a thesis will include the following preliminary elements. These elements can come under the title of introduction. (See this from point numbers 2.4.9.1 to 2.4.9.7).

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[3]Webster's New World Dictionary, 6.

2.4.9.1. Reason for Selecting the Topic

The candidate will write the reason for choosing the thesis topic. This will include a summary of the background that led the awareness and interest of the candidate in selecting the topic. The question of why do you choose this topic is answered here in the reason for selecting the topic.

2.4.9.2. Statement of the Problem(s)

This is a brief statement of the central issue of the subject. In most cases, this would be derived from the title perhaps using some additional words in order to bring out the urgency and relevance of the problem. A statement of the problem needs only a few sentences, one or two sentences will do fine. The purpose is to make clear what you are going to tackle in your research. This statement will specify the precise problem or question for which an answer is to be sought in the research undertaking. If you are not able to state your problem in one sentence, you probably have too many problems and are yet to clear up.

Further, it is not that you have a problem or that the subject has a problem. The topic you select to solve is the problem, and in this section, you should restate it as clear as you possibly could; that leads to the elaboration of the problem.

However, there are no fixed rules to identify the problems but can be given of a few somewhat common procedures as taken from Mabry:

1. *Discovery by accident and curiosity*
2. *Observation of contradiction*
3. *Recognition of problems or needs in one's own society*
4. *Discovery of untested theory or accepted theory which appears questionable and in need of retesting*
5. *General explanation of one's area of interest*[4]

2.4.9.3. Significance of the Study

In this section the question of "Why this particular study/topic is so important to be undertaken for research project" is dealt with. Why it is relevant to the contemporary readers? How this study will contribute to the existing knowledge of the subject? Statement and elaboration of the problem could be used in writing down the significance of the study. What significant contribution to the world of knowledge and action. Ask the following questions: How this research project is going to help in my own ministry field? What contribution this will make to intellectual world? What is the new area of knowledge this study will contribute to the society? Who are people or place going to be mostly benefited by this study?

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[4] Hunter P. Mabry, *A Manual for Researchers and Writers*, 2nd Ed. (Bangalore: The Board of Theological Education: Senate of Serampore College, 2008), 17-20.

2.4.9.4. Scope and Limitation of the Study

The study should not mislead the readers; the student must state the limitation of the study while proposing the topic of research. Sometimes, research title seems to be a universal value of study while it is limited to a small piece of literature or small state of country.

A research proposal has to have the main bibliography of the study, to establish the basic research of the student for source texts.

2.4.9.5. Literature Review

This is a summary of major relevant and contemporary literature available in the field of research study undertaken. This literature review will indeed demonstrate the original contribution to the topic undertaken. This helps the students to create awareness of the topic. Students can also acknowledge a list of libraries they visit for the research purpose/during their thesis writing. Literature review will help the students to articulate their methodology of writing.

2.4.9.6. Method of Writing

Method and Methodology of writing are different in meaning. Method simply means the technique we use in order to collect the data for thesis writing. For instance, this includes interviews, case studies, observation, survey, tape recording, photographs, questionnaires, personal diaries, CD ROMs, divine writings such as the Bible, Quran, Geeta, books, magazines, journals, articles and internet sources so on.

2.4.9.7. Methodology of Writing

The use of the term methodology speaks the scientific use of methods. The methodology also will include a cognitive interrogation with specific scholars and their works or particular ideas in their works. Methodology also speaks about the meaning, rational, relevance, and the effectiveness of the methods used in a thesis. Besides, Methodology also includes the summary of chapters which is the process of your thesis writing. It deals with how you develop your thesis. Methodology is the scientific basis of thesis whereas method is the practical way to handling the study. A proper methodology can change the researcher's perspective and even the outline of the Thesis undertaken.

2.4.10. Main Body (Chapter begins)

The main body begins with Chapter 1, right after a brief summary of each of the chapters of the thesis. (A list of final checklist of all the component of thesis will be given in the appendix of this handbook).

2.4.11. Conclusion

The conclusion is the thesis writer's decision that reached to settle an issue or problem by skilful interaction and valid reasoning. The conclusion of the thesis includes the result of research, reflections and suggestions, and an overall contribution to the new area of

existing knowledge of the subject. It changes the author's perspective and the readers' presupposition.

2.4.12. Bibliography

The bibliography is the list of all source materials used for the writing of the thesis. The bibliography should be arranged systematically. It includes alphabetical entry of author's surname, with second line indent from the left. The font size for bibliography is 12 and the space between lines is 1.5. (See the samples of footnote and bibliographical entries given in chapter three of this handbook).

2.4.13. Appendix (Optional)

Appendix is an afterthought or an additional list of sample cover page for assignment, topic rating chart for thesis, sample preliminary pages for thesis and a final checklist for thesis submission.

3.   SAMPLES OF FOOTNOTE AND BIBLIOGRAPHICAL ENTRIES

In the examples below, style entries are in the following order: (1) Footnote (first entry), (2) Abbreviated footnote (or second entry), (3) Bibliography. The abbreviated footnote is assumed as understood. The footnote numbering is random in the example bellow. Notice that the first two entries of footnotes are to be ten fonts in size and only bibliography is 12 fonts in size.

3.1. BOOKS

3.1.1 *Single Author*

[35]Jesudason Baskara Jeyaraj, *Christian Ministry: Models of Ministry and Training* (Bangalore: Theological Book Trust, 2002), 288.

[42]Jayaraj, *Christian Ministry,* 314.

Jayaraj, Jesudason Baskar. *Christian Theology: Models of Ministry and Training.* Bangalore: Theological Book Trust, 2002.

[64]Andrew Wingate, *The Church and Conversion,* (Delhi: ISPCK, 1997), 232.

[12]Wingate, *The Church and Conversion,* 34.

Wingate, Andrew. *The Church and Conversion.* Delhi: ISPCK, 1997.

3.1.2. Two / Three Author(s)

[37]K. Daniel and M. Joshua, *The Biblical Faith and its Impact on Church and Society* (Delhi: ISPCK, 2008), 207.

[43]Daniel, *The Biblical Faith and its Impact on Church and Society,* 265.

Daniel, K and Joshua, M. *The Biblical Faith and its Impact on Church and Society*. Delhi: ISPCK, 2008.

3.1.3. More than Three Authors

[23]Ebe Sunder Raj and Others, *Management of Christian Services in India*: *A Handbook for Christian Managers and Leaders* (Chennai: Christian Institute of Management, 2004), 371.

[52]Raj and Others, *Management of Christian Services in India,* 24.

Raj, Ebe Sunder and Others. *Management of Christian Services in India*: *A Handbook for Christian Managers and Leaders*. Chennai: Christian Institute of Management, 2004.

3.1.4. Editor (s)

[37]Siga Arles and Others (eds), *Biblical Theology and Missional Education in Asia* (Bangalore: Theological Book Trust, 2005), 406.

[43]Arles and Others (eds), *Biblical Theology and Missional Education,* 510.

Arles, Siga and Others (eds). *Biblical Theology and Missional Education in Asia.* Bangalore: Theological Book Trust, 2005.

3.1.5. Edition: Edition Number, Revised, Enlarged, etc.

[65]D.G. Dunn James, *The Theology of Paul,* 2nd edn (Michigan: Willian B. Eerdman Publishing Company, 1998), 325.

[69] James, *The Theology of Paul,* 87.

James, D.G. Dunn. *Theology of Paul.* 2nd edn. Michigan: William B. Eerdman Publishing Company, 1998.

3.1.6. Revised, Enlarged etc.

[54]Alvin Plantinga, *Warranted Christian Belief,* rev. and enl.ed. edn (Oxford, N.Y.: Oxford University Press, 2000), 417.

[58]Plantinga, *Warranted Christian Belief,* 185.

Plantinga, Alvin. *Warranted Christian Belief.* Rev. and enl. edn. Oxford, N.Y.: Oxford
University Press, 2000.

3.1.7. A Translated Work

[72]Vincent, *The Apocripha,* trans. W. T. Robert (Michigan: William B. Eerdman Publishing
Company, 1987), 498.

[81]Vincent, *The Apocrypha,* 498.

Vincent. *The Apocripha.* Trans. W. T. Robert. Michigan: William B. Eerdman Publishing
Company, 1987.

3.1.8. A Work in a Series

[45]Justin Pagolu, *Theological Education in India,* JOTEAM 855 (Manakala: United Bible Society,
1998), 8.

[48]Pagolu, *Theological Eduction in India,* 43.

Pagolu, Justin. *Theological Eduction in India.* JOTEAM 855. Manakala: United Bible
Society, 1998.

3.1.9. A Multi-volume Work

[65]John MacArthur, *Acts 1 – 15*, WBC, vol. 13 (Dallas, Tex.: Word, 1998), 83 – 87.
[74]MacArthur *Acts 1 – 15,* 8.

MacArthur, John. *Acts 1 – 15.* WBC. Vol. 15. Dallas, Tex.: Word, 1989.

3.1.10. A Titled Volume in a Multi-volume Work

[23]Robert Eric Frykenberg, *Christians and Missionaries in Asia:* 1900 – 1970, vol.2 (Michigan:
William B. Eerdman Publishing Company, 2003), 516.

[42]Frykenberg, *Christians and Missionaries in Asia,* 55.

Frykenberg, Robert Eric. *Christians and Missionaries in Asia:* 1900 – 1970. Vol. 2 of
Main Currents in Indian Thought. 3 Vols. Michigan: William B. Eerdman
Publishing Company, 2003.

3.1.11. An Author Citing Another Author

[32]Joseph Mattam, *Emeging Indian Missiology Context and Concept* (Kashmere: ISPCK, 2006), cited in Josephe Valiamaagalam, *The Complete Missionary Methodology in English* (Bangalore: Theological Book Trust, 1998), 108.

[35]Mattam, *Indian Missiology,* 108.

Valiamangalam, Joseph. The Complete Missionary Methodology in English. Bangalore: Theological Book Trust, 1998.

3.1.12. No Author

[56][n.a.], Recommendations for the Presentation of Thesis (London: British Standards Institution, 1972), 45.

[67][n.a.], Recommendations, 6.

[n.a.], Recommendations for the Presentation of Thesis. London: British Standards Institution, 1972.

3.1.13. No Date

[78]Thomas Peterson, *Biblical Theology of Mission* (London: Nicolls, [n.d.]), 104.

[83]Peterson, *Biblical Theology of Mission,* 54.

Peterson, Thomas. *Biblical Theology of Mission.* London: Nicolls, [n.d.].

3.1.14. No Place

[12]K. Daniel, *The Biblical Faith and its Impact on Church and Society* ([n.p.]: ISPCK, 2008), 207.

[41]Daniel, *The Biblical Faith and its Impact on Church and Society,* 76.

Daniel, K. *The Biblical Faith and its Impact on Church and Society.* [n.p.]: ISPCK, 2008.

3.1.15. No Publisher

[82]Stephen Koshi, *Missional Approaches in Asia* (New Mineola, N.Y.: [n.pub.], 1998), 105 – 112.

[43]Koshi, *Missional Approaches in Asia*, 54.

Koshi, Stephen. *Missional Approaches in Asia*. Mineola, N.Y.: [n.pub.], 1998.

3.1.16. A Work in Vernacular

[78]M.A.Thomas and T.P. Varghese (eds), *Aairathionnu Prasangangal:* O.M. Rajukutty (*One Thousand and One Sermons:* O. M. Rajukutty) (Ranni: Evangelical Press, 1989), 73.

[42]Thomas and Varghese, *Aairathionnu Prasangangal,* 28.

Thomas , M.A. and Varghese, T.P. (eds). *Aairathionnu Prasangangal:* O.M. Rajukutty

One Thousand and One Sermons: O. M. Rajukutty. Ranni: Evangelical Press,

1989.

3.2.   DICTIONARIES

3.2.1. TDOT

[53]G. Johnnes Botterweck (ed), "יהוה", *TDOT* 5:505.

[87]Botterweck, "יהוה", 754.

Botterweck, G. Johnnes. (ed) "יהוה", *TDOT*. Trans. Green David. Vol. 5. Grand Rapids,

Mich.: William B. Eerdmans Publishing Company, 1988. 505 – 512.

3.2.2.   TDNT

[67]Gerhard Kittle (ed), "αποστελλω," *TDNT* 1:398.

[83]Kittle, "αποστελλω," 411.

Kittle, Gerhard (ed). "αποστελλω," *TDNT*. Trans. Geoffrey W. and Bromiley. Vol.1.

Grand Rapids, Mich.: Eermans, 1964. 397 – 398.

3.3.   ARTICLES

3.3.1.   An Article in a Book

[32]Alastair Campbell, "Dying with Christ: The Origin of a Metaphor," in Stanley E. Porter and Anthony R. Cross (eds), *Baptism in the New Testament Church* (England: Shefffield Academic Press, 1999), 273.

[43] Campbell*, "Dying with Christ,"* 114 – 180.

Campbell, Alastair "Dying with Christ: The Origin of a Metaphor," in Stanley E. Porter

and Anthony R. Cross (eds), *Baptism in the New Testament Church*. England:

Shefffield Academic Press, 1999. 65 – 74.

3.3.2. An Article in a Journal

[65]Thomas John, "Mission Education: An Approach to Contemporary India," *JOTEAM* 01 (2010) 43.

[74]John, "Mission," 43.

John, Thomas. "Mission Education: An Approach to Contemporary India." *JOTEAM* 01 (2010) 40 - 43.

3.3.3. An Article in an Encylopaedia or Dictionary

[46]Crowell Collier, "Missionary Movement," *CEBI* 349.

[23]Crowell Collier, "Missionary Movement,"352.

Collier, Crowell. "Missionary Movement," in Bruce. M and Kelvin . D (eds), *CEBI.* 16 Vol of 21 Vols. Britain: Crowell-collier Publishing Copany, 1996. 348 – 349.

3.3.4. An Article in a Newspaper

[34]Kishwar Desai, "Waiting for real human leaders," *Deccan Chronicle,* Bengaluru edn, 22 August 1999, 10.

[65]Desai, "Waiting for real human leaders," 10.

Desai, Kishwar. "Waiting for real human leaders," *Deccan Chronicle.* Bengaluru edn. 22 August 1999. 10.

3.4. THESES/DISSERTATIONS

[9] S. L. Herrilian, *Biblical Perspective of the Role of Woman: Ministry in Church and Home* (M.Th. Thesis, South India Baptist Bible College, Coimbatore, 2005), 48.

[23]Herrilian, *Biblical Perspective of the Role of Woman,* 52.

Herrilian , S. L. *Biblical Perspective of the Role of Woman: Ministry in Church and Home.* MTh. Thesis. South India Baptist Bible College. Coimbatore, 2005.

3.5. INTERVIEWS, CLASSNOTES

[21]John Douglas, "Theological Education in Mission," (SAIACS, Bangalore, Interview, 15 April 2012).

[34]Douglas, Interview.

Douglas, John. "Theological Education in Mission." SAIACS. Bangalore. Interview. 15
  April 2012.

[7]Binu C. Paul, "Christian Philosophy," (Lecture Notes, SIBBC, Coimbatore, September, 2012).

[13]Paul, "Christian Philosophy," Lecture Notes.

Paul, Binu C. "Christian Philosophy." Lecture Notes. SIBBC. Coimbatore. September, 2012.

3.6. ELECTRONIC SOURCES

[7]Dan Jarrell, "Cultivating An 1-Squard Heart," [*CD-ROM*] (Little Rock: Fellowship Bible Church,
1996).

[12] "Cultivating An 1-Squard Heart," Fellowship Bible Church.

Jarrell, Dan. "Cultivating An 1-Squard Heart." *[CD-ROM]* Little Rock: Fellowship Bible
  Church, 1996.

3.7. ONLINE SOURCES[5]

3.7.1. CD-ROM

[45] "Evangelism," *The Oxford English Dictionary*, 2nd edn [CD-ROM] (Oxford: Oxford:
University. Press, 2002).

[18]"Evangelism," *Oxford English Dictionary.*

"Evangelism," *The Oxford English Dictionary*. 2nd edn [CD-ROM] Oxford: Oxford UP, 2002.

3.7.2. Online Journal/Magazine from Full-text Database

[76]Phil Rosenthal, "Last Spin for Michael J. Fox." *Chicago Sun-Times,* Late Sports Final Edition,
23 May 1999, Section 2 (Features), 31. http://infoweb.newsbank.com (accessed 27 November 2012). 58 –
93.

[87]Phil, "Last Spin for Michael J. Fox".

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[5] The University of Southern Mississippi Libraries, "Turabian Style Guide,"
http://www.lib.usm.edu/help/style_guides/turabian.html (accessed 27 November 2012). (This Style guide
was created with the 6th edition of Kate Turabian's A *Manual for Writers*, and updated with the 15th edition
of the *Chicago Manual* of Style).

Rosenthal, Phil. "Last Spin for Michael J. Fox." *Chicago Sun-Times,* Late Sports Final

Edition, 23 May 1999, Section 2 (Features), 31. *http://infoweb.newsbank.com.*

(accessed 27 November 2012). 58 – 93.

3.7.3. Electronic Journal

[65]Jodee L. Kawasaki and Matt R. Raven, "Computer-Administered Surveys in Extension,"
Journal of Extension 33/1 (1995)1-25, http://www.joe.org/june33/95.html (accessed 28 November 2012),
58.
[66]Kawasaki and Raven, "Computer-Administered Surveys," 59.

Kawasaki, Jodee L., and Matt R. Raven. "Computer-Administered Surveys in

Extension." *Journal of Extension* 33/1 (1995)1-25.

http://www.joe.org/june33/95.html (accessed 28 November 2012).

3.7.4. Electronic Book

[43]Peter J. Bryant, "The Age of Mammals," in *Biodiversity and Conservation*, April 1999,
http://darwin.bio.uci.edu/~sustain/bio65/index.html (accessed 11 May 1999).

[54]Bryant, "The Age of Mammals."

Bryant, Peter J. "The Age of Mammals," in *Biodiversity and Conservation*, April 1999,

http://darwin.bio.uci.edu/~sustain/bio65/index.html (accessed 11 May 1999).

3.7.5. Web Page[6]

[76]The American Heart Association, "Warning Signs: Heart Attack, Stroke & Cardiac Arrest
Warning Signs," http://www.americanheart.org/presenter.jhtml?identifier=3053 (accessed 27 November
2012).

[87]American Heart Association, "Warning Signs."

The American Heart Association. "Warning Signs: Heart Attack, Stroke & Cardiac Arrest

Warning Signs." http://www.americanheart.org/presenter.jhtml?identifier=3053

(accessed 27 November 2012).

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[6] Include as much of the following as can be determined: author of the content, title of the page, title or
owner of the site, URL, and access date. Sometimes authors are not identified. The owner of the site may
stand in for the author. For content from informal sites such as personal web pages where titles are lacking,
descriptive phrases may be used (accessed 27 November 2012).

4. GENERAL GUIDELINES

These general guidelines are drawn from the Turabian[7] style - *A Manual for Writers of Research Papers, Theses, and Dissertations*.

4.1. Sample for Headings

Headings follow the outline of the contents system and may go down up to four levels: the major heading (chapter heading), followed by a sub-heading of the first level, followed by a sub-headings of the second level, followed by a sub-headings of the third level, and followed by a sub-headings of fourth level.

(See the example given below: Sample for heading)

1. FIRST MAJOR HEADING (CHAPTER)

1.1. Sub-heading of the first level

1.1.1.   Sub-heading of the second level

1.1.1.1. Sub-heading of the third level

(See the Table of contents page in Appendix 5.3.8)

4.2. Separator

A separator is a small line at the bottom of the page that separates the text for the footnotes. The footnote below the separator should be indented and should not be larger than a single tab/half inch from the left margin. If the footnote continues in the following page (s), then the separator should continue. This separator can be automatically inserted by following the computer shortcut: **CTRL** + **ALT** + **F** (First select the text and then press CTRL+ALT+F).

4.3. Quotations

4.3.1. Quotation Mark

Quotation marks are to be placed outside full stops and commas. Single quotation marks should be used to indicate quotations within double quotation marks. See the example given below:

---

[7] Turabian refers to A Manual for Writers of Research Papers, Theses, and Dissertations written by Kate Turabian. Turabian is a condensed version of the Chicago Manual of Style. The two styles are similar, but not identical. Turabian is used by historians. (This Turabian style guide is updated with the 15th edition of the Chicago Manual of Style).

"Jeremiah is often referred to as 'The Weeping Prophet.'"

A question mark belongs outside the quotation marks unless it is part of the quoted material. See the example given below:

Why does C.S. Lewis claim, "Nothing can seem extraordinary until you have discovered what is ordinary"?

C.S. Lewis asks, "If miracles were not known to contrary to the laws of nature, how could they suggest the presence of the supernatural?"

4.3.2. Placing Footnote Number for Quotation Marks

If the footnote number must be placed at the end of a quote, it must be placed immediately after the close quotation marks. See the example given below:

Why does C.S. Lewis claim, "Nothing can seem extraordinary until you have discovered what is ordinary"[4]?

C. S. Lewis asks, "If miracles were not known to be contrary to the laws of nature, how could they suggest the presence of the supernatural?"[6]

4.3.3. Quoting Scripture

A Scripture reference must be placed immediately after quotation marks. See the example given below:

"And my God will meet all your needs according to the riches of his glory in Christ Jesus." (Phil. 4:19)

4.3.4. Block Quotations

When a quoted material exceeds four lines, the quotation is set off from the rest of the text in a block. A single tab/half inch should be used to differentiate this distinction on both left and right margin.

(i)   Quotation marks are not used for block quotations
(ii)   The font size is reduced to 11 and the line space is 1.5 (This is the space between two lines)
(iii) A footnote number is placed immediately following the punctuation

See the example given below:

> Monotheism is a word coined in comparatively modern times to designate belief in the one Supreme God, the Creator and Lord of the world, the eternal Spirit, All-powerful, All-wise, and All-good, the rewarder of good and the Punisher of

evil, the Source of our happiness and perfection. It is opposed to Polytheism, which is belief in more than one, and to Atheism, which is disbelief in any deity whatsoever.[8]

(iv) When Scripture texts set off in this manner should conclude with punctuation, followed by the reference in the parentheses. See the example given below:

> The next day John saw Jesus coming toward him and said, "Look, the Lamb of God, who takes away the sin of the world! This is the one I meant when I said, 'A man who comes after me.' I myself did not know him, but the reason I came baptizing with water was that he might be revealed to Israel." Then John gave this testimony: "I saw the Spirit come down from heaven as a dove and remain on him. I have seen and I testify that this is God's Chosen One." The next day John was there again with two of his disciples. (Jn. 1:29-35)

4.4. Italics

Italics are used only for foreign words and for emphasis. For example, the word Ibid come from the Latin *ibidem*, which means "in the same place."

According to the AECS Thesis Manual, italics are used *only* for foreign words, emphasis, and the Title of the books cited elsewhere in academic writings. This italic can be automatically inserted by following the computer shortcut: **CTRL + I** (First select the text and then press CTRL+I).

4.5. Scripture References: Indicating Separation and Range

The Scripture references are separated by a *semi-colon* when taken from different book. See the example given below:

Jer. 34:21; Ezek. 43:14; Matt. 24:30-34

Notice when taken from Psalms, used in a plural sense. For example, Ps. 23:1-6; or Pss.

4.6. Dashes and Hyphens

Notice the difference between a hyphen and a dash. See the example given below: For e.g.,

The **first-century** writer states. (This is an example for a dash)

"I know who you **are–the Holy One of God**!" (This is an example for a hyphen)

Note that there is no space either side of a dash or hyphen.

4.7. Primary Sources

The primary sources are personal interviews, personal diaries, CD ROMs, divine writings such as the Bible, Quran, Geeta, questionnaires, observations, and reflective interrogations or interactions so on. The bibliographical entries should be arranged upon the basis of primary and secondary sources.

4.8. Secondary Sources

The secondary sources are books, magazines, journals, articles, internet, electronic/Online sources, and unpublished works. The thesis should not be flooded with secondary sources. Students should balance their thesis with primary sources and secondary sources.

5. APPENDIX

5.1. <u>Sample Cover Page for Assignment</u>

ASIA EVANGELICAL COLLEGE & SEMINARY

(Topic) The theological significance of the death of Christ and its implications to the New Testament believers

Submitted to

Dr. Stanley Choi
And
Prof: Satheesh Kumar

In Partial Fulfillment of the Requirements for the Course

M. Div. I: RESEARCH METHODOLOGY

Due Date:_____ Date Submitted: _____

Expected Pages:_____Actual Pages: _____

Signature_____

Paul Abraham
Registration #1104018
January 25, 2015
Bangalore – India

5.2. Topic Rating Chart for Thesis[8]

TOPIC RATING CHART

RATING AREA	POINTS	TOP 1	TOP 2	TOP 3
Personal interest	(15)	_____	_____	_____
Institutional interest	(12)	_____	_____	_____
Supporting institution interest	(12)	_____	_____	_____
Fulfills institutional requirements	(9)	_____	_____	_____
Researchability	(9)	_____	_____	_____
Research sources available	(9)	_____	_____	_____
Meets proposed time constraints	(9)	_____	_____	_____
Original contribution to ministry	(9)	_____	_____	_____
Enhance personal ministry skills	(9)	_____	_____	_____
Within personal budget constraints	(7)	_____	_____	_____
FINAL SCORE		_____		

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[8] Courtesy to Dr. Stanley Choi, *Thesis Project Handbook,* (Bangalore: AECS, 2013)

5.3. <u>Sample Thesis Preliminary Pages</u>

5.3.1. Sample Thesis Title Page

(Title) THE BIBLICAL PRINCIPLES OF CHURCH GROWTH AND ITS
IMPLICATIONS TO THE BAPTIST CHURCHES IN NAGALAND

A Thesis Project Presented to

THE FACULTY OF ASIA EVANGELICAL COLLEGE & SEMINARY

(Accredited by Asia Theological Association)

In Partial Fulfillment of the Requirements for the Degree of

MASTER OF DIVINITY

By

Andrew Thomas Varghese

Registration #1104018
February, 2013
Bangalore, India

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5.3.2. Sample Certificate of Approval Page (Signatory Page)

CERTIFICATE OF APPROVAL

This is to certify that this Thesis entitled, (Put the title of the Thesis) presented by (Put the name of the student) to the Faculty and Staff of Asia Evangelical College & Seminary, has been critically evaluated and approved by the examining committee of the Asia Evangelical College & Seminary, Bangalore, India for the partial fulfillment of the requirements for the Degree Master of Divinity.

_____
Grade

_____   _____
         Mentor   Academic Dean
Write the name here   Write the name here

_____
President
Write the name here

5.3.3. Sample Declaration Page

DECLARATION

I hereby declare that:

1. This thesis has been my own work in its entirety, and that I myself have done the work of which it is a record under the guidance of a supervisor.

2. No part of this thesis has been submitted to any other educational institution in any previous application for any degree.

3. All quotations of four lines or less have been denoted by quotation marks, quotations of more than four lines have been indented, and the sources of information in both cases have been specifically acknowledged.

Place: Bangalore

Date: February 2013   _____

                                                                         Write student's name here

5.3.4. Sample Dedication Page (Optional)

DEDICATION

WITH IMMENSE LOVE AND INVARIABLE PRAYER THIS THESIS IS

DEDICATED

FOR

THE GLORY OF GOD

TO

MY

BELOVED

PARENTS

(Put the name of your parents or significant persons)

WHOSE AFFECTIONATE LOVE

WITH CARE, COMPASSION,

AND COMPETENCE THROUGH THE PROVISION OF FINANCE

AND

INVALUABLE

PRAYERS

5.3.5. Sample Acknowledgment Page

ACKNOWLEDGMENTS

At the outset of my acknowledgement, I would like to acknowledge God's faithfulness in my life. I am immensely grateful to God who allowed me and enabled me to complete my study of the Master of Divinity course.

I am deeply feeling gratitude to my beloved President **Rev. Dr. Y. John Chung** (The founder President of AECS), whose affectionate love, care and concern I had here at Asia Evangelical College & Seminary to equipping myself for God's ministry throughout the academic year of 2012 – 2013.

I want to give my profound acknowledgment to the Principal Prof. Dr. Abraham Chung, Vice-Principal Prof. Dr. Stanley Choi, the Dean of the Academic Studies Rev. Prof. Satheesh Kumar. My special acknowledgment goes to (put the name of the thesis guide) whose perseverance and patience to read out the manuscript and gave enormous guidance and invaluable suggestions to the completion of this Thesis in to this fashion.

My special thanks go to my beloved family members whose love, concern, and valuable prayers have been a great support for me in my studies. Moreover, to all of my beloved teachers, of the Asia Evangelical College & Seminary, who trained, molded, and shaped me in the path of God with love and care.

I also want to extent my gratitude to my friends who have helped me in providing study materials, which were necessary for the accomplishment of this Thesis. My terse expression of acknowledgment also goes to the student's body of Asia Evangelical College & Seminary for their valuable prayers.

Note: *The aforementioned acknowledgement is not the final work. However, it is eventually an option open to the writer of the thesis, that he/she has all the right to acknowledge whomever they wanted to be acknowledged.*

5.3.6. Sample Abstract Page

<div align="center">

ABSTRACT

[Insert the thesis title, as it appears on the title page. If it's longer than one line, divide it for readability.]

</div>

[your full name]
[your class]
[place]

Single space the abstract. Use the same paragraphing style (one page; no indents or indents) you used in the thesis.

The purpose of the abstracts is to provide the readers with some more information about the thesis being presented. However, consider that this page will be a sort of intelligible elaboration of your presentation. Therefore, you can try to make it more attractive and informative. (See an example given below).

Title: THEOLOGICAL EDUCATION IN THE BIBLE SEMINARIES PLAYS A LARGER ROLE TO HELP THE MISSIONS OF THE CHURCH TODAY

Theological education in the Bible seminaries provides higher quality training to the students with a solid theological foundation for the ministry in a given context. The need of quality training for pastors, leaders, and Christian ministers in a seminary outfit is much more required in the post-modern scenario of our society than ever before. A shift from informal theological education in a Church based setup to formal academic training is one of the major reasons for the raise of theological training in a seminary structure. This, on the other hand shows the failure of Church results into the emergence of the seminaries. Theological training must balance focused on both academic excellence and Church ministry formation. Theological education has shifted from the Church controlled denominational institutions to the independent, inter-denominational and non-denominational university affiliated colleges.

This study shows that a paradigm shift from synagogue based theological education to seminary centered training indicates our life situations, needs and challenges of the society keep on changing and new informations are added to the field of knowledge. Therefore, the seminaries now become a crucial study center for developing and equipping young men and women leaders for the ministry done in today's context. The social structure of the seminary influences students' cognitive perceptivity and reflective creativity to be effective weapons in the ministry. The theological education in seminaries today, therefore, seeks a need of affiliations and accreditations from theological associations. However, to reach out the goal of theological education aiming at larger range to help the missions of the Churches now needs discussions on several factors that play vital roles in theological education in the Bible seminaries.

5.3.7. Sample List of Abbreviation Page (Optional)

Abbreviation for Biblical Books:

Old Testament

Gen.	Judg.	Neh.	Song	Hos.	Nah.
Exod.	Ruth	Esth.	Isa.	Joel	Hab.
Lev.	1-2 Sam.	Job	Jer.	Amos	Zeph.
Num.	1-2 Kgs	Ps. (pl. Pss)	Lam.	Obad.	Hag.
Deut.	1-2 Chron.	Prov.	Ezek.	Jon.	Zech.
Josh.	Ezra	Eccl.	Dan.	Mic.	Mal.

New Testament

Mt.	Acts	Eph.	1-2 Tim.	Jas.	Rev.
Mk.	Rom.	Phil.	Tit.	1-2 Pet.	
Lk.	1-2 Cor.	Col.	Phlm.	1-3 Jn.	
Jn.	Gal.	1-2 Thess.	Heb.	Jude	

5.3.8. Sample Table of Contents Page

TABLE OF CONTENTS

Note:
1. Any Greek or Hebrew used in a level 4 heading remains non-italicized.
Should a heading exceed one line, the text in the lines should be aligned. E.g. 2.1

5.4. Thesis Grading System

1. Format, Layout, and Binding   20%
2. Proposal presentation, Oral defense   30%
3. Mentor/ Guide   50%

[Mentor of the thesis will evaluate the thesis out of 50%; the academic council of AECS will evaluate the rest of 50% as suggested by the Principal, AECS]

5.5. Thesis Proposal Check List

The following elements are to be included in a Thesis Proposal Presentation. These are described in the body of this Thesis Manual. A thesis proposal submission will include:

1. Title
2. Statement of the Problem
3. Literature Review
4. Significance of the Study
5. Purpose of Writing/Choosing the Topic
6. Methods & Methodology of Writing
7. Scope and Limitation of the Study
8. Outline / (can be tentative)
9. Bibliography

5.6. Final Checklist for Thesis Submission

The following is a list in order; it includes all the component of a thesis. The students may kindly follow this order in their final draft; this final draft is a compilation of AECS Thesis Guide, 2014 – 2015.

Cover Page (You can use the same title page as the cover page)
Blank Page
Title Page
Certificate of Approval Page (Signatory Page)
Declaration Page
Dedication Page
Acknowledgment Page
Abstract Page (Optional)
List of Abbreviation Page (Optional)
Preface/Introduction
Main Body
Appendix (Optional)
Conclusion
Bibliography

6. SOURCES USED FOR THIS THESIS MANUAL

6.1.   Bibliography

Choi, Stanley. "Thesis Project Handbook, 2012-2013." Lecture Note. Asia Evangelical
     College & Seminary. AECS. Bangalore. November, 2012.

Dharmaraj, H. "The SAIACS Style Guide for Research and Writing, 2010-2011".
     SAIACS, Bangalore. June, 2010.

Jaison, Jessy. *Enjoy Your Research: A Manual for Theological Students*. Trivandrum:
     New India Publications, 2000.

Kumar, Satheesh. "Research Methodology." Printed Notes. Asia Evangelical College &
     Seminary. Bangalore, 2013.

Mabry, Hunter P., A Manual for Researchers and Writers. 2nd ed. Bangalore: The Board
     of Theological Education: Senate of Serampore College, 2008.

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     Libraries. 6th ed. http://www.lib.usm.edu/help/style_guides/turabian.html.
     accessed 27 November 2012.

_____. "A Manual for Writers of Research Papers, Theses, and Dissertations" A style
     guide updated with the 15th edition of the Chicago Manual of Style.

6.2. Computer Keyboard Shortcut

This is a general keyboard shortcut for the learners' basic computer knowledge. Getting familiar with keyboard shortcuts help you get the work done faster and more efficient!

CTRL = While dragging an item [Copy the selected item]

CTRL + S = Save the text [Save the text you have typed]

CTRL + A = Select the text [Select the text you have typed]

CTRL + C = Copy the text [Copy the text you have selected]

CTRL + X = Cut the text [Cut the text you have selected]

CTRL + V = Paste the text [Paste the text you have cut]

CTRL + B = Bold [Make the selected text bold]

CTRL + L = Left [Align text to the left margin]

CTRL + R = Right [Align text to the right margin]

CTRL + E = Center [Align text to the center]

CTRL + J = Justify [Align text to both the left and right]

CTRL + Z = Undo [Undo typing/deleted text/cut text/erased text]

CTRL + Y = Redo [Repeat typing/redo typed text/deleted text/removed text]

CTRL + I = Italic [Italicize the selected text]

CTRL + U = Underline [Underline the selected text]

CTRL + P = Print [Print the text]

CTRL + N = New [New page]

CTRL + E = Search [Search/find option on the toolbar]

CTRL + SHIFT +> = Grow font [Increase the text]

CTRL + SHIFT +< = Decrease font [Decrease the text]

CTRL += = Small subscript [Create small letters below the text baseline]

CTRL + SHIFT++ = Small subscript [Create small letters above the line of text]

CTRL + SHIFT = While dragging an item [Create shortcut to the selected item]

CTRL + RIGHT ARROW = Move cursor [Move the pointer to the beginning of the next word]

CTRL + LEFT ARROW = Move cursor [Move the pointer to the beginning of the previous word]

CTRL + DOWN ARROW = Move cursor [Move the pointer to the beginning of the next paragraph]

CTRL + UP ARROW = Move cursor [Move the pointer to the beginning of the previous paragraph]

CTRL + SHIFT = Highlight [With any of the arrow keys highlight a block of text]

CTRL + ESC = Menu [Display the start menu]

CTRL + N = Open page [Open a new blank-page]

CTRL + R = Reload [Update the current Web page]

CTRL + W = Close [Close the current window]

SHIFT = With any arrow keys [Select more than one item in a window, desktop, or document]

SHIFT + DEL = Delete [Delete the selected item permanently]

F3 = Key [Search for a file or folder on toolbar]

F4 = Key [Display the Address bar list in My Computer or Windows Explorer]

F5 = Key (Refresh/Update the active window)