

Ministry Project or Thesis Formatting Checklist

Student Name: _____ Country: _____

Reviewer: _____ Date: _____

Self-review (the student) Peer-review (classmate) Advisor review

While the "Ministry Project Content Checklist" helps ensure you have written all the needed content, the "Formatting Checklist" helps improve the final presentation's layout, writing style, and citations. Download the *Teleo University Style Guide for Academic Writing* from teleouniversity.org/writinglab.

Checklist Definitions:

- **OK** = content adequately follows *Teleo University Style Guide* or is not needed
- **Needs Work** = content does not follow the *Teleo University Style Guide* and must be corrected

General Layout and Formatting for the Ministry Project Report or Dissertation

The following list of basic instructions for writing a doctoral dissertation or masters Ministry Project Report is adapted from the *Teleo University Style Guide for Academic Writing*:

- OK** **Needs Work** 1. The dissertation should contain 50,000 words (approximately 200 pages) or 30,000 words (around 120 pages) for a master's Ministry Project Report and include a title page, table of contents, and final sheets for appendices, references, and Works Cited.
- OK** **Needs Work** 2. The dissertation must be typed and double-spaced on 8-1/2 x 11-inch with one-inch margins on the top, bottom, and both sides. The left margin may be placed at 1.5 inches to ensure room for binding.
- OK** **Needs Work** 3. The text font size should be 12-point Times New Roman or a similar font that is an easily readable typeface (e.g., Century Schoolbook, or Palatino Linotype) in which the regular style contrasts clearly with the italic.
4. The dissertation must include the required pages included on the Sample Pages list in the *Teleo University Style Guide for Academic Writing*.
- OK** **Needs Work** a. **Abstract** (required: 150-350 words)
- OK** **Needs Work** b. **Approval Page** (required)
- OK** **Needs Work** c. **Title Page** (required)
- OK** **Needs Work** d. **Copyright Page** (required)
- OK** **Needs Work** e. **Table of Contents** (required)
- OK** **Needs Work** f. List of Figures (only if needed)
- OK** **Needs Work** g. Acknowledgments (optional)
- OK** **Needs Work** h. **Body of the Report/Dissertation** (divided into chapters or sections)
- OK** **Needs Work** i. **Appendices** (required)
- OK** **Needs Work** j. **Works Cited** (required)
- OK** **Needs Work** k. Works Consulted (optional)
- OK** **Needs Work** 5. The paper must use the centered headers and left-margin sub-header formatting provided in the *Teleo University Style Guide*.
- OK** **Needs Work** 6. The paper must only have the left margin justified. The right margin must be ragged edge, not straight. In other words, the paper must not have a justified margin on the right.
- OK** **Needs Work** 7. From page one of Chapter 1 to the end, place the page number to the far right margin within the header with the Surname next to the number as illustrated in the *Teleo University Style Guide*.
- OK** **Needs Work** 8. In the pre-pages of the master's Ministry Project Report or dissertation, lower case Roman numerals are centered in the footer beginning with page iii for the Table of Contents and stopping before the first page of Chapter 1.

Writing Style

9. Things to Avoid When Writing Your Ministry Project

- OK Needs Work a. **Avoid...single sentence paragraphs. A good paragraph should communicate one clear idea using at least three sentences.** You should include a topic sentence, supporting sentences, and a closing or transition sentence.
- OK Needs Work b. **Avoid...use person pronouns.** Use the personal pronoun "I" only when necessary. If you are writing a Ministry Project Report you will be required to use personal pronouns more often than found in a research dissertation. Use "we" when it refers to a specific group of people of which you are a member. Finally, do not use "you" to directly address the reader.
- OK Needs Work c. **Avoid...the use of exclamation marks.** Allow your writing to communicate emphasis rather than using an exclamation mark. Include them only when part of a quotation.
- OK Needs Work d. **Avoid...the use of contractions.** In academic writing always spell out contractions as separate words. Examples: don't, do not.
- OK Needs Work e. **Avoid...Firstly, Secondly, Thirdly, etc.** Instead, use First, Second, Third.
- OK Needs Work f. **Avoid... use of the phrase, "The Author."** In reflective doctoral papers (especially for Core 1 and Core 3), or for the more personal portions of your doctoral project (chapters 4 and 5 and portions of 1), use "I" or "me" (sparingly). Avoid use of "the author" as it is artificial. The reader knows who "the author" is.
- OK Needs Work g. **Avoid...beginning sentences with "This" or "It."** Work on identifying the antecedent to clearly and specifically identify to what or to whom you are referring. You do not want to leave your reader asking, "What?" or "Who?"
- OK Needs Work h. **Avoid...overuse of the word "today."** "Christians today need" could be simply "Christians need" or "Contemporary Christians need."
- OK Needs Work i. **Avoid...using "bold type" for emphasis.** Reserve Bold for the appropriate headings and subheading.
- OK Needs Work j. **Avoid...using "bold type" for emphasis.** Reserve Bold for the appropriate headings and subheading.
- OK Needs Work k. **Avoid...overuse of parenthesis.** Use commons for parenthetical phrases.
- OK Needs Work l. **Avoid...Long and run-on sentences.**

Grammarly. There is a spelling and grammar software that you are REQUIRED to use if you do not hire a professional editor to review your Ministry Project Report or dissertation. Grammarly has a FREE version that will greatly assist you, or you may purchase a subscription during the final stages of writing and editing. Do not accept every suggested change provided by Grammarly or other editing software. You are ultimately responsible for ensuring that your document communicates clearly and correctly.

- OK Needs Work 10. **Abbreviations of Bible Books** – In the text of your paper, do not abbreviate the Bible book name. However, do so in the parenthetical citation. See Appendix B of the *Teleo University Style Guide* for MLA recommended abbreviations for books of the Bible.
- OK Needs Work 11. **Capitalization** – See Appendix C of the *Teleo University Style Guide* for recommended capitalizations of important and frequently used words.
- OK Needs Work 12. **Proofing.** Your document must be free of grammatical, spelling, and typographical errors. It is not the responsibility of the advisor and your defense committee to proofread your paper. Therefore, have someone other than yourself proofread your Ministry Project Report or dissertation.

Parenthetical In-Text Citation of Sources

In MLA style, writers place references to sources in the paper to briefly identify them and enable readers to find them in the Works Cited list. Keep parenthetical references as brief and as straightforward as possible. Usually, the simplest way to do this is to put the first word of your Works Cited source information in parentheses at the end of the sentence just before the period.

- OK** **Needs Work** 13. Give only the information needed to identify a source. Usually, the author's last name and a page reference suffice.
- OK** **Needs Work** 14. Place the parenthetical reference as close as possible to its source. Insert the parenthetical reference where a pause would naturally occur, preferably at the end of a sentence.
- OK** **Needs Work** 15. Information in the parenthesis should complement, not repeat, the information given in the text. If you include an author's name in a sentence, you do not need to repeat it in your parenthetical statement.
- OK** **Needs Work** 16. The parenthetical reference should precede the punctuation mark that concludes the sentence, clause, or phrase that contains the cited material.
- OK** **Needs Work** 17. Electronic and online sources are cited just like print resources in parenthetical references. If an online source lacks page numbers, omit numbers from the parenthetical references. If an online source includes fixed page numbers or section numbering, such as the numbering of paragraphs, cite the relevant numbers.
- OK** **Needs Work** 18. Any source information you provide in-text must correspond to the source information on the Works Cited page. More specifically, whatever signal word or phrase you provide to your readers in the text must be the first thing that appears on the left-hand margin of the corresponding entry on the Works Cited page.

General Guidelines for Creating the Works Cited List

References cited in the text of a research paper must appear at the end of the paper in a Works Cited list or bibliography. This list provides the information necessary to identify and retrieve each source that explicitly supports your research.

- OK** **Needs Work** 19. Arrange entries in alphabetical order by authors' last names (surnames), or by title for sources without authors.
- OK** **Needs Work** 20. Cite T-Net Tier 1 and Tier 2 manuals using the citations found in the appendix of the *Teleo University Style Guide*.
- OK** **Needs Work** 21. Capitalize the first word and all other principal words of the titles and subtitles of cited works listed. (Do not capitalize articles, prepositions, coordinating conjunctions, or the "to" in infinitives.)
- OK** **Needs Work** 22. Shorten the publisher's name; for example, omit articles, business abbreviations (Co., Inc.), and descriptive words (Press, Publisher).
- OK** **Needs Work** 23. Use the conjunction "and" not an ampersand [&], when listing multiple authors of a single work.
- OK** **Needs Work** 24. **Double-spaced:** All entries should be double-spaced.
- OK** **Needs Work** 25. **Indentation:** Align the first line of the entry flush with the left margin and indent all subsequent lines (5 spaces) to form a "hanging indent."
- OK** **Needs Work** 26. **Pagination:** Do not use the abbreviations **p.** or **pp.** to designate page numbers.

Reviewer Comments: Use a separate document to add comments and instruction for items checked as "Needs Work." List the # (and letter for 4 and 9) of the "Needs Work" item followed by coaching comments.

- #3. Reviewer comments that the use of Arial font is NOT permitted. Change to 12-point Times New Roman font throughout the paper.
- #9c. Reviewer comments about student overusing exclamation marks.
- #24. Reviewer coaches student to use double-spacing throughout the Works Cited List.