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PART I: Doctor of Ministry Degree

PURPOSE OF THE PROGRAM

In support of the Division of Professional Ministry Studies’ commitment to develop students’ practical ministry skill and their facility in interpreting Scripture, the Doctor of Ministry sharpens a field-minister’s skills in biblical interpretation for pulpit proclamation through class lectures, directed reading, and ministry-related papers and projects culminating in a summative dissertation or dissertation project that promotes Christlikeness in the minister and in his people.

ADMISSION REQUIREMENTS

The attainment of the Doctor of Ministry degree through the Seminary requires both outstanding academic performance and the highest level of pastoral leadership and character. Application for admission must be approved by the Committee for DMin Approvals and the University Academic Council.

Applicants for the Doctor of Ministry program must make application to the Office of Admission (1-800-252-6363) accompanied by the following documentation:

• The Doctor of Ministry student must hold a BA or BS earned from a school accredited by the U.S. Department of Education, which presumes that he has received credit “in at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural science/mathematics.”
• Official transcripts for a completed Master of Divinity degree (or the equivalent) from a recognized seminary or graduate school
• A minimum 3.0 GPA in all previous graduate work and/or degree programs
• TOEFL scores for students who speak English as a second language (score of 600 [paper-based test]; 250 [computer-based test]; 100 [internet-based test])
• A graduate-level research paper (fifteen-page minimum, in English) covering a biblical, theological, or ministry-related topic of the applicant’s choosing, fully documented and following the Turabian research paper format for review by the Committee for DMin Approvals. This paper must demonstrate the skills necessary for doctoral work: in-depth exegesis, mature theological analysis, and high-level research and writing.
• Two recommendations (one from a pastor and one from a lay leader)
• Candidates seeking admission to any doctoral program offered by Bob Jones University Seminary must provide a statement of doctrinal agreement with the creed of Bob Jones University and have an understanding and appreciation for the philosophical, theological, and programmatic emphases of Bob Jones University Seminary.
• Minimum of two years of full-time ministry experience as an assistant or associate pastor, pastor, evangelist, missionary, or teacher in a Christian educational institution verified with an employer letter
• Current full-time vocational ministry position
• A professional vita describing in detail the applicant’s ministry education and experience
• A one-page letter of intent, stating the applicant’s reasons for application and plan to complete the degree

Finally, applicants must arrange the following admission interview.

• Schedule the interview by contacting the Seminary Administrative Assistant at the Seminary office (phone: [864] 242-5100, ext. 2831; email: seminary@bju.edu).
• Interview with the Coordinator of Professional Ministry Programs and the Associate Dean of the Seminary to ascertain the applicant’s future ministry vocational objective, level of preparation for doctoral studies, and spiritual qualifications to pursue the Doctor of Ministry degree through the Seminary.
APPROVAL LEVELS

These levels of approval, granted by the Committee for Doctor of Ministry Approvals and sanctioned by the University Academic Council, assist each student by clearly identifying vital steps from the inception of his degree pursuit to his progressively successful completion of it. They are levels of assessment and faculty-acknowledged achievement by the doctoral student within his doctoral program.

<table>
<thead>
<tr>
<th>Level One</th>
<th>Approved to make up MDiv course deficiencies (20 master’s deficiency credits maximum allowed) May take 11 credits of DMin courses (including Research and Writing Seminar) while completing leveling courses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMin—student</td>
<td><strong>Level One</strong></td>
</tr>
<tr>
<td>[provisional approval]</td>
<td><strong>Level One</strong></td>
</tr>
<tr>
<td><strong>Level Two</strong></td>
<td>Approved as a DMin candidate—DMin doctoral level coursework completed, the capstone project approved, and a project or dissertation prospectus approved</td>
</tr>
<tr>
<td>DMin—student</td>
<td><strong>Level Two</strong></td>
</tr>
<tr>
<td><strong>Level Three</strong></td>
<td>Approved as a DMin candidate—DMin doctoral level coursework completed, the capstone project approved, and a project or dissertation prospectus approved</td>
</tr>
<tr>
<td>DMin—candidacy</td>
<td><strong>Level Three</strong></td>
</tr>
<tr>
<td><strong>Level Four</strong></td>
<td>Approved for degree conferral—project or dissertation written, defended, and signed by Registrar</td>
</tr>
<tr>
<td>DMin—conferral</td>
<td><strong>Level Four</strong></td>
</tr>
</tbody>
</table>

A committee consisting of the Associate Dean of the Seminary, the Coordinator of Curriculum and Faculty Development, the Coordinator of Professional Ministry Programs, and at least two faculty members will comprise the Committee for Doctor of Ministry Approvals, which grants the first three levels of approval. This committee assesses the student’s academic and character performance prior to Levels Two or Three in the sequence of the program. The fourth and final approval is given by the dissertation defense committee, the Associate Dean of the Seminary, and the Registrar.

MONITORING YOUR PROGRESS

The Dean of the Seminary and Graduate School of Religion supervises the overall academic division. Under his direction, the Coordinator of Professional Ministry Programs follows the progress of each student to ensure that program requirements are satisfied in a timely manner. The Coordinator assigns all project and dissertation committees with the approval of the Associate Dean. Also, the Coordinator oversees all of the committees and serves as the communication contact for the student during the completion of the final doctorate project or dissertation.

QUALITY OF WORK

All Doctor of Ministry students are expected to maintain the highest academic standards in their work, achieving at least a 3.0 GPA on a 4.0 scale. No credits earned at the “C” level will apply toward the completion of the requirements of the degree. Any credits earned at the “D” or “F” levels will result in the termination of the student’s doctoral studies without recourse or remediation.

RESIDENCY REQUIREMENTS

The Doctor of Ministry residency requirements will be met through the five one-week modular courses scheduled annually and held at the Seminary. Post-residency completion of reading and research are also required for each course. Research and Writing Seminar is required early in the residency component to prepare students for academic research and writing, both for course papers and for final project or dissertation. This course is offered in residence the week preceding the regular DMin module offered in June. The degree curriculum requires three years for
completion (three courses per year) and two years for the writing of the project or dissertation. A maximum of five years is allowed for the completion of the degree. The student may take advantage of the Seminary’s flexible scheduling, online courses, Teaching Practicum, and an Independent Study course to facilitate his busy schedule. If the student is not able to register for a class due to unforeseen circumstances, he may complete an exemption form that will extend his graduation by one semester. The student may extend his graduation twice in this manner.

CAPSTONE EXPERIENCE REQUIREMENTS
In his first DMin capstone experience, the doctoral student will prepare a twelve-week series of full-content expository sermons, each of at least thirty minutes in length. These sermons, along with all of their research and documentation, will be bound in sequence and submitted to the Seminary office for evaluation. In addition, these sermons will be preached in a church context, video recorded, and evaluated in writing by a panel consisting of no fewer than two resident Seminary faculty members.

The final capstone experience for the Doctor of Ministry candidate is the writing of a project or dissertation on some dimension of the ministry of expository preaching.

PROGRAM REQUIREMENTS
The Doctor of Ministry degree requires 32 hours beyond the Master of Divinity degree and includes 6 hours of credit for the writing of a project or dissertation on some dimension of the ministry of expository preaching. The topic for this project or dissertation must be approved by the Associate Dean of the Seminary.

The DMin program consists of the following courses:

**Required core courses:**
- SPM 845 Application of Expository Preaching 3
- SPM 891 Research & Writing Seminar 2
- Preaching Research Project or Dissertation 6

**12 credits minimum from the following:**
- SPM 833 Expository Preaching from Biblical Historical Narrative 3
- SPM 836 Expository Preaching from Old Testament Poetry 3
- SPM 838 Expository Preaching from Prophecy 3
- SPM 841 Expository Preaching from the Epistles 3
- SPM 843 Expository Preaching from the Gospels 3
- SPM 849 Teaching Practicum 3

**9 credits allowed from the following:**
- SPM 851 Pastor as Crisis Counselor I 3
- SPM 852 Pastor as Crisis Counselor II 3
- SPM 861 Theology & Development of Leadership 3
- SPM 862 Knowing & Loving God 3
- SPM 864 The History of Preaching 3
- SPM 871 Theology & Application of Worship 3
- SPM 872 Church Growth & Shepherding 3
- SPM 890 Independent Study 3

**TOTAL (minimum)** 32
THE DMIN COMPLETION PROCESS

1. **Apply for the DMin program**
   Fill out a Graduate Studies Approval Application at the Registrar’s Office on campus or contact the Admission office at 1-800-252-6363 for a PDF application.

2. **Admission Interview**
   Arrange with the Seminary Administrative Assistant for an interview with the Coordinator of Professional Ministry Studies and the Associate Dean of the Seminary.

3. **Complete Coursework**
   If you interrupt your coursework for a calendar year, your enrollment in the program may be terminated, assuming there is no prior approval for missing a class. Re-enrollment will require a request from you and evaluation for reinstatement by the Seminary DMin Approval Committee and the University Academic Council.

4. **Submit a Dissertation Proposal**
   By the end of your first year of coursework, discuss possible project or dissertation topics with the Coordinator of Professional Ministry Programs. Write and submit a one to two page proposal presenting a thesis for your project, a statement defending the significance of the topic, and an approach you plan to follow in the development of the thesis statement. Send your proposal to the Seminary Administrative Assistant by emailing seminary@bju.edu. If your proposal is approved, you will proceed to the next step.

5. **Write the Prospectus**
   Once your project or dissertation proposal has been accepted by the Seminary faculty, write a fifteen to thirty page prospectus of your project or dissertation and submit it to the Seminary Administrative Assistant by emailing seminary@bju.edu.
   Organize your prospectus using the following sections:
   a. **Introduction**—background to the thesis,
   b. **Need**—why your project needs to be written
   c. **Definition of Terms** (if necessary)
   d. **Statement of Purpose**—exactly what you intend to accomplish through the writing of the project,
   e. **Delimitations**—what you do not intend to discuss in the project that may seem relevant to the topic,
   f. **Previous Works**—the contribution that each major article or book makes to the subject about which you are writing,
   g. **Method of Procedure**—how you plan to solve the problem or to cover the topic, including an anticipated chapter-by-chapter breakdown.

   The Coordinator of Professional Ministry Programs will then appoint your project or dissertation committee. You may request specific committee members, but due to faculty load requirements we cannot guarantee that we will be able to grant your requests. The Seminary Administrative Assistant will distribute the prospectus copies to the members of your project or dissertation committee.

   Your project or dissertation committee will consist of two primary members—a chairman and the primary reader—and one other “end” reader. The end reader will evaluate the prospectus, but he will not read the
6. **Write the Project or Dissertation First Draft**

If your prospectus is approved, proceed to work on the project or dissertation. Turn in each chapter as you complete it to the Seminary Administrative Assistant by emailing seminary@bju.edu. Do not wait until you have several chapters written before turning them in. This ensures a thorough evaluation of all of your work and allows your committee chairman to catch problems before they affect your whole paper. Your committee will accept only one chapter at a time; so do not plan to rush chapters at the end of the writing process.

All chapter submissions must be made to the Seminary Administrative Assistant. This will allow the Associate Dean to have access to the progress records of each candidate. This will also allow the office to ensure that the chapters are distributed simultaneously to each committee member and will assist in the efficient handling of each submission. Your committee members will read and evaluate each chapter and return it to you through the Seminary Administrative Assistant. You can expect chapters to return two to three weeks after you submit them. If you do not receive a chapter back within that time frame, contact the Seminary Administrative Assistant who will help address your concerns.

The bibliography is considered a chapter for evaluation purposes and will be the final installment you will submit for evaluation of your first draft. The bibliography is the only “chapter” that can be submitted simultaneously with another chapter. If you have any questions regarding the return of chapters, write seminary@bju.edu.

7. **Revise Unapproved Chapters**

Your committee will return each chapter indicating one of three statuses: “Approved,” “Approved with Corrections,” or “Not Approved.”

If your chapter is “approved,” you may move directly on to your next chapter. If your chapter is “approved with corrections,” you must make the adjustments and revisions indicated by your committee, but you do not need to resubmit the chapter until the defense draft. If your chapter is “not approved,” you must revise or rework the chapter substantially in accordance with your committee’s directions. You must resubmit the revision of any “not approved” chapters before you proceed to additional chapters. Be assured that resubmission of at least one or two chapters is normal and does not disqualify the candidate or the dissertation/project.

8. **Submit the Defense Draft and Schedule the Defense**

Incorporate all of the changes that your committee members have suggested to you while writing the chapters for the First Draft and make any other adjustments to the project that you think would be best. Include your copyright, dedication, and acknowledgements pages at this time (as well as any other front matter such as a list of tables, list of abbreviations, or list of illustrations).
Prepare five copies of your defense draft—submit four copies to the Seminary Administrative Assistant, one for each of your committee members and one for the Associate Dean of the Seminary, and keep one copy for yourself. Each of these copies should be spiral bound and must be printed at the Bellis Copy Center. From this point on, ALL printing must be done through the Bellis Copy Center. After you submit your defense draft to the Seminary office, contact the Seminary Administrative Assistant to schedule your oral defense. Your defense will be a minimum of two weeks after the submission of your defense draft.

9. Submit the Form for Copying and Binding
Go to www.bju.edu/seminary to obtain a form concerning the number of copies of your project or dissertation you wish to have bound. Submit the completed form with the copies of your signature page immediately after your defense. You must also email a copy of the form to seminary@bju.edu.

10. Defend Your Project or Dissertation
Project or dissertation defenses are usually held in the Special Collections Room on the second floor of the Mack Library and are usually scheduled fourteen to thirty days after the submission of your defense draft. Bring several extra copies of the project or dissertation approval page to be signed by the examining committee in addition to one approval page for each copy of the dissertation that you want made for your personal use. You will also need to bring the Bellis Copy Center order form for your bound project or dissertation. After the defense you will turn in this form and your signed approval pages to the Seminary office.

Approval pages. Doctoral candidates must bring three original approval pages in addition to one approval page for each copy they plan to have bound for personal use. The approval pages must be printed on thesis paper by the Bellis Copy Center. Turn in these approval pages to the Seminary Administrative Assistant.

Procedure for Photocopying and Binding Graduate Papers form. This form is available electronically at www.bju.edu/seminary. Please fill out this form and bring it to your defense. (Note: If the project or dissertation requires color for the final printed copies, this must be indicated on the form. The Bellis Copy Center will rely on this form to determine any pages that must be printed in color in the final document.) Turn in this form to the Seminary Administrative Assistant in hard copy and digitally (seminary@bju.edu).

TREN form. The Distribution Agreement for TREN (Theological Research Exchange Network) is available electronically at www.bju.edu/seminary. You will finalize arrangements for your work to be submitted to TREN when you have completed the Registrar's Office Draft. Turn in this form to the Seminary Administrative Assistant in hard copy and digitally (seminary@bju.edu).

You, your Committee Chairman, Committee Members, and any other invited faculty will be present. The Dean or Associate Dean may also attend. Because it is a formal, academic evaluation, the defense is not open to family, friends, or faculty outside of the Seminary.

During the defense, you will first give a twenty minute oral overview of your dissertation. Intermixed with your overview, you may cover topics such as:

• Why did you choose this topic?
• How did you arrive at your thesis?
• What problems did you face in the process?
• Why did you choose your particular methodology?
• How does the evidence prove your thesis?
• What additional, interesting discoveries did you make in the process of your research?

You will then answer questions from the examining committee about your project or dissertation form and content, chapter by chapter. Project or dissertation oral defenses usually take from two to three hours. You will be informed immediately after the defense whether you have passed the defense. You will also be notified immediately if major revisions in the project or dissertation will be required or if a second defense must be scheduled at a later date once extensive revisions are complete. Your Defense Draft will be returned
to you with any suggestions for further adjustments. From this point forward, you will need to check your
email daily in order to facilitate communication from your committee members and the Seminary office

11. Submit the Registrar’s Office Draft(s) to the Bellis Copy Center
Once you have successfully defended your project or dissertation, submit a corrected defense draft to the
Bellis Copy Center within two weeks for approval of formatting. This is called the “Registrar’s Office Draft.”
The Bellis Copy Center will give this copy directly to the Registrar’s Office. You will not pick it up at the Copy
Center. This draft must be submitted electronically by PDF file (use PDF995 to avoid file distortions that could
change your formatting significantly) to the Bellis Copy Center. Be sure to use the online order form, available at
www.belliscopycenter.com, specifying that your file is a Registrar’s Office Draft of your project or dissertation.
Usually, the Registrar’s Office requests some final formatting revisions. Thus, there may be several Registrar’s
Office drafts.

Often, when a candidate corrects a formatting error in one part of the document, other issues arise in another
part of the document, particularly in a document that has been heavily revised. When you receive a list of
corrections from the Registrar’s Office (via email), it is imperative that you immediately make the corrections,
proofread using guidelines, make any other needed corrections, and resubmit the PDF to the Bellis Copy Center
(again, be sure to note on the online order form that the document is a Registrar’s Office Draft of a project or
dissertation). The Registrar’s Office will receive the printed copy for checking, and again contact you if there
are any needed adjustments. This process will continue until the checker is satisfied with the document. When
corrections have been completed, the Registrar’s Office will contact you to let you know that your document has
been approved and is now the Registrar’s Draft.

Timetable: The first copy of the Registrar’s Office Draft is due two weeks after a successful defense. From
the time of the first submission of the Registrar’s Office Draft, the candidate has two weeks to finalize all
corrections. Since sometimes it is necessary to go through multiple stages of corrections with the Registrar’s
Office draft, it is important that the candidate check his email often, immediately make any needed
adjustments, and resubmit his PDF to the Bellis Copy Center. Otherwise, he risks not making the two-week
process deadline.

The Registrar’s Office Draft will be printed in black and white; therefore, while shading is available for charts
and graphs, color is neither available nor necessary for this draft, even if there are color pages in the document.

12. Receive Acknowledgement of the Registrar’s Draft
When the checker is satisfied with your document, that file (already submitted to the Bellis Copy Center)
becomes the Registrar’s Draft. The Registrar’s Office will inform the Bellis Copy Center that this most recent file
is the approved version. The Bellis Copy Center will print the number of copies you have already specified in the
Procedure for Photocopying and Binding Graduate Papers form. The copies will be delivered to the Seminary
office for insertion of signature pages, and then will be delivered to the Mack Library to be prepared for binding.

All approval pages must be original and bear original signatures. All projects and dissertations for the University
are to be duplicated by the Bellis Copy Center on thesis paper and bound through Mack Library. University
copies include two for the Mack Library. You may request additional copies to be duplicated for binding on
either thesis or plain paper. The student will bear the cost of all duplication and binding. The duplication and
binding will be billed to the student’s account. Inquire at the Bellis Copy Center and Mack Library for current
pricing, or check with the Seminary Administrative Assistant. Once approved for duplication, the Seminary
office will oversee the duplication process, binding, and distribution of final copies. All prices are subject to
change without prior notification since in most cases price changes will be minor.

After the checker’s approval, if you have any pages to be printed in color, you must immediately notify the
Bellis Copy Center of which pages those are. Pages to be done in color need to be requested by the page number
appearing on the page and by the PDF count of pages.
PART II: Doctor of Philosophy Degree

PURPOSE OF THE PROGRAM
In support of the Division of Graduate Studies, commitment to develop in students a critical awareness of the content, theology, and interpretation of Scripture, the Doctor of Philosophy degree in Theological Studies provides advanced preparation for those who desire to teach on the college or graduate level or who plan to engage in an extensive ministry of research and writing.

ADMISSION REQUIREMENTS
The attainment of the Doctor of Philosophy degree through the Graduate School of Religion requires both outstanding academic performance and the highest level of leadership and character development. Application for admission must be approved by the Committee for PhD Approvals and the University Academic Council.

Applicants for the Doctor of Philosophy program must make application to the Admission Office (www.bju.edu/apply or 1-800-252-6363) with the following documentation:

• Official transcripts for a completed bachelor’s degree with 70 credits of liberal arts from a recognized college or university
• Official transcripts for a completed master of arts degree (or the equivalent) with a minimum of 30 graduate credits in Bible or ministry from a recognized college, university, or seminary
• A minimum 3.5 GPA in all previous graduate work and/or degree programs.
• TOEFL scores for students who speak English as a second language (score of 600 [paper-based test]; 250 [computer-based test]; 100 [internet-based test])
• A graduate-level research paper (twenty-five page minimum, in English) covering a biblical or theological topic of the applicant’s choosing, fully documented following the Turabian research paper format for review by the Committee for PhD Approvals. This paper must demonstrate the skills necessary for doctoral work: in-depth exegesis, mature theological analysis, and high-level research and writing.
• Three recommendations (two academic from graduate-level professors, one pastor)
• Candidates seeking admission to any doctoral program offered by Bob Jones University Seminary must provide a statement of doctrinal agreement with the creed of Bob Jones University and have an understanding of and appreciation for the philosophical, theological, and programmatic emphases of Bob Jones University Seminary.
• A professional vita describing in detail the applicant’s ministry education and experience
• A one-page letter of intent, stating the applicant’s reasons for application and plan for the completion of the degree

Finally, applicants must arrange an admission interview.

• Schedule the interview by contacting the Seminary Administrative Assistant at the Seminary office (phone: [864] 242-5100, ext. 2831; email: seminary@bju.edu).
• Interview with the Associate Dean of the Seminary and the PhD advisor to ascertain the applicant’s future ministry vocational objective, level of preparation for doctoral studies, and spiritual qualifications to pursue the PhD degree through the Seminary.
## APPROVAL LEVELS

These levels of approval, granted by the Committee for PhD Approvals and sanctioned by the University Academic Council, assist each student by clearly identifying vital steps at the inception of his degree pursuit and throughout his successful completion of it. They are levels of assessment and faculty-acknowledged achievement by the doctoral student within his program.

<table>
<thead>
<tr>
<th>Level One</th>
<th>Approved to make up deficient master’s level prerequisite courses in addition to the MA (43 credits required, including the MA; 20 deficiency credits maximum allowed for provisional approval)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD—student [provisional approval]</td>
<td></td>
</tr>
<tr>
<td>Level Two</td>
<td>Approved to begin PhD doctoral level coursework—an MA in Bible or ministry studies, plus additional master’s level prerequisite courses, <em>all complete</em></td>
</tr>
<tr>
<td>PhD—student</td>
<td></td>
</tr>
<tr>
<td>Level Three</td>
<td>Approved as a PhD candidate—PhD doctoral level coursework, doctoral comprehensive exams, graduate language proficiency examinations in Classical Hebrew, Koine Greek, and German, French, or Latin, <em>all complete</em>, and an approved dissertation prospectus</td>
</tr>
<tr>
<td>PhD—candidacy</td>
<td></td>
</tr>
<tr>
<td>Level Four</td>
<td>Approved for degree conferral—dissertation written, defended, content and format revised per dissertation committee and Registrar’s Office recommendations, and signed by the Dean and the Registrar</td>
</tr>
<tr>
<td>PhD—conferral</td>
<td></td>
</tr>
</tbody>
</table>

A committee consisting of the Associate Dean of the Seminary, the Coordinator of Curriculum and Faculty Development, the PhD advisor, and at least two faculty members will comprise the *Committee for PhD Approvals*, which grants the first three levels of approval. This committee assesses at the Level Two and Three approval points the student’s fitness to continue in doctoral studies based on his academic performance and demonstrated Christian character while in the program. The fourth and final approval is given by the dissertation defense committee, the Dean of the Seminary, and the Registrar.

## MONITORING YOUR PROGRESS

The Dean of the Seminary and Graduate School of Religion supervises the overall academic division. Under his direction, the PhD advisor follows the progress of each student to ensure that program requirements are satisfied in a timely manner. The Coordinator of Curriculum and Faculty Development appoints dissertation committees with the approval of the Associate Dean.

## QUALITY OF WORK

All PhD in Theological Studies students are expected to maintain the highest academic standards in their work, consistently achieving a minimum 3.5 GPA on a 4.0 scale throughout their program. No credits earned at the “C” level will apply toward the completion of the requirements of the degree. Any credits earned at the “D” or “F” levels will result in the termination of the student’s degree program without recourse or remediation.

## RESIDENCY REQUIREMENTS

The PhD in Theological Studies is a fully in-residence program. Graduate credits are rarely accepted in transfer from other institutions for this degree, except to satisfy the 43-credit master’s level prerequisites for admission. Online course delivery is normally used in this doctoral program only as a supplemental approach to enrich and expand the in-class experience for each doctoral course, not as a substitution for it.

## CAPSTONE EXPERIENCE REQUIREMENTS

Graduate Language Proficiency Examinations: each student must pass at the 80% proficiency level language examinations in Koine Greek, Classical Hebrew, and either German, French, or Latin.
Doctoral Comprehensive Examinations: a series of five days of oral and written doctoral examinations in the student’s chosen field of study must be completed no later than October 15 or March 1 during the first semester in which he is enrolled in Dissertation Research (immediately following the completion of his coursework).

Dissertation: a book-length (usually 75,000–100,000 words) dissertation must be completed in the candidate’s chosen field of study under the direction of a committee comprised of Seminary faculty members.

**DEGREE LENGTH**

The candidate should anticipate a minimum of two years of resident coursework beyond the master of arts degree and an additional two years minimum for the completion of his comprehensive examinations and dissertation. A maximum of seven years is allowed for the completion of all degree requirements, including the writing of the dissertation.

**PROGRAM REQUIREMENTS**

Following the standard model of graduate-level higher education in the United States and universally accepted norms for PhD programs in most American universities, the PhD in Theological Studies requires 97 graduate credits beyond the bachelor’s degree (including 54 credits beyond the master’s degree), three language proficiency examinations, oral and written comprehensive examinations, and a dissertation in the candidate’s field of study, written under the supervision of a faculty committee.

The PhD in Theological studies consists of 43 credits of prerequisite graduate study, 24 credits of core courses, and 30 credits in a chosen area of emphasis. The three emphases are Biblical and Systematic Theology, Old Testament Interpretation, and New Testament Interpretation. In consultation with the PhD advisor, students may also design a composite emphasis, combining courses from the various emphases. Those choosing an emphasis in Old or New Testament Interpretation should anticipate advanced studies in classical Hebrew or Koine Greek as a major component of their doctoral curriculum.

Program Learning Outcomes: The student will be able to

- Translate the Hebrew Old Testament and the Greek New Testament
- Create expository sermons
- Develop and teach Bible/theology lessons on the college level
- Compose original, scholarly Bible/theology writings based on extensive research
<table>
<thead>
<tr>
<th>THEOLOGY OR COMPOSITE ELECTIVE OPTION</th>
<th>OT OR NT ELECTIVE OPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greek Exegesis Elective</td>
<td>3</td>
</tr>
<tr>
<td>SCH 601 Church History</td>
<td>3</td>
</tr>
<tr>
<td>SNT 622 Methods of Greek Exegesis</td>
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<tr>
<td>SNT 635 Biblical Hermeneutics</td>
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<td>SNT 650 NT Theology</td>
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<tr>
<td>SNT 681 NT Introduction</td>
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<tr>
<td>SOT 601 Elementary Hebrew I</td>
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</tr>
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<td>SOT 602 Elementary Hebrew II</td>
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<tr>
<td>SOT 640 OT Theology</td>
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<td>STh 703 Biblical Sanctification</td>
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<td>STh 755 The Holy Spirit</td>
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<td>STh 758 The Church</td>
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<td>STh 760 Eschatology</td>
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| TOTAL                               | 43                       |

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<thead>
<tr>
<th>REQUIRED PHD CORE COURSES</th>
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<tr>
<td>SOT 803 Hebrew Exegesis I</td>
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<td>SOT 804 Hebrew Exegesis II</td>
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<td>SNT/SOT/STh 931 History &amp; Problems of Interpretation</td>
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<td>SNT/SOT/STh 941 History &amp; Nature of Biblical Theology</td>
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<td>SNT/SOT/STh 991 Teaching Internship</td>
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<tr>
<td>SNT/SOT/STh 992 Theological Research Methods</td>
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| TOTAL                               | 24                       |
## AREAS OF ELECTIVE EMPHASIS

### BIBLICAL AND SYSTEMATIC THEOLOGY

<table>
<thead>
<tr>
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<tr>
<td>STh 850</td>
<td>Advanced NT Theology</td>
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<tr>
<td>STh 851</td>
<td>Christology</td>
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<tr>
<td>STh 855</td>
<td>Soteriology</td>
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<td>STh 865</td>
<td>Contemporary Theology</td>
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<tr>
<td>STh 885</td>
<td>Readings in Theology</td>
<td>3</td>
</tr>
<tr>
<td>STh 942</td>
<td>Advanced OT Theology</td>
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Electives (800–900 level courses) 6

Dissertation Research (STh 993–995) 6

**TOTAL** 30

### NEW TESTAMENT INTERPRETATION

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>SNT 801</td>
<td>New Testament Word Study</td>
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</tr>
<tr>
<td>SNT 850</td>
<td>Advanced NT Theology</td>
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</tr>
<tr>
<td>SNT 881</td>
<td>Textual Criticism</td>
<td>3</td>
</tr>
<tr>
<td>SNT 887</td>
<td>Biblical Historical Backgrounds</td>
<td>3</td>
</tr>
<tr>
<td>SNT 905</td>
<td>Advanced Greek Grammar</td>
<td>3</td>
</tr>
<tr>
<td>SNT 932</td>
<td>Problems of NT Interpretation</td>
<td>3</td>
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Electives (800–900 level courses) 6

Dissertation Research (STh 993–995) 6

**TOTAL** 30

### OLD TESTAMENT INTERPRETATION

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<tr>
<td>SOT 901</td>
<td>Advanced Hebrew Exegesis I</td>
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</tr>
<tr>
<td>SOT 902</td>
<td>Advanced Hebrew Exegesis II</td>
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<tr>
<td>SOT 905</td>
<td>Biblical Aramaic</td>
<td>3</td>
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<tr>
<td>SOT 932</td>
<td>Problems of OT Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>SOT 942</td>
<td>Advanced OT Theology</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives (800–900 level courses) 6

Dissertation Research (STh 993–995) 6

**TOTAL** 30
THE PhD COMPLETION PROCESS

1. **Apply for the PhD program**
   Fill out a Graduate Studies Approval Application online at www.bju.edu/apply or you can go to the Registrar’s Office or Admission office on campus. Current students can access the Graduate Studies Approval Application electronically on StudentCentral, the University’s digital/online academic registration and advising portal located on the Intranet homepage.

2. **Admission Interview**
   Contact the Seminary Administrative Assistant to arrange an interview with the Committee for PhD Approvals.

3. **Set a Schedule**
   If you are approved to proceed with coursework in the program, meet with the PhD advisor to plan a tentative schedule for completion of the coursework.

4. **Take any Preliminary Examinations**
   Determine with the PhD advisor whether you will be required to take PhD preliminary examinations during the first semester of your doctoral coursework. These examinations help the faculty assess any educational deficiencies which may need to be addressed during your doctoral studies through the courses you are required to take.

5. **Fulfill all Language Requirements**
   Fulfill all language requirements for your program as soon as possible. The purpose of language study is to enable you to do doctoral-level research. You will not be permitted under any circumstance to take your doctoral comprehensives or to submit a dissertation prospectus for approval until you have met these requirements.

   **Language Requirements**
   The candidate for the Doctor of Philosophy degree must pass (at the 80% proficiency level) several degree-specific language proficiency exams, which include classical Hebrew, Koine Greek, and German or French (or Latin with approval by the Associate Dean) for degree completion.

   **Preparation for Language Proficiency Examinations**
   Minimum preparation for the Greek proficiency exam usually requires three semesters of undergraduate courses (or the equivalent) plus SNT 622 Methods of Greek Exegesis (see the Seminary catalog for a description of this course). Minimum preparation for the Hebrew proficiency exam requires four semesters of Hebrew. Because of the existence of widely available German scholarship, normally the student is expected to pass the German proficiency exam. French may be selected if the student has a previous background in French or has future ministry plans that require French. No graduate credit is granted for preparation for these modern language proficiency examinations; however, the Seminary Administrative Assistant can guide you toward capable tutors in the German language.

6. **Complete Coursework**
   If you interrupt your coursework for more than twenty-four months your enrollment in the program will be terminated. Re-enrollment will require a request from you and evaluation for re-installment by the Committee for PhD Approval and the University Academic Council.
7. **Take Doctoral Comprehensive Examinations**

   At the beginning of the semester preceding your final semester of coursework, meet with a professor in your field of emphasis to discuss preparation for taking the doctoral comprehensive examinations.

   In the first week of your final semester of coursework, see the Seminary Administrative Assistant in order to set up an appointment to take the doctoral comprehensives. The preparation for these tests requires approximately the amount of time one would spend on a graduate course that carries three hours of credit. Of course, the time investment will vary proportionately according to the thoroughness of your earlier preparation in the courses in your doctoral emphasis.

   See the description of doctoral comprehensive examinations in the separate section below.

8. **Submit a Dissertation Proposal**

   Before your last year of coursework, discuss possible dissertation topics with a Seminary professor in your field of emphasis. Write and submit a one to two page proposal presenting a thesis for your project, a statement defending the significance of the topic, and an approach you plan to follow in the development of the thesis statement. Send your proposal to the Seminary Administrative Assistant by emailing seminary@bju.edu. If your proposal is approved by the faculty, you will proceed to the next step.

9. **Write the Prospectus**

   Once your dissertation proposal has been accepted by the Seminary faculty, write a fifteen to thirty page prospectus of your dissertation and submit it to the Seminary Administrative Assistant by emailing seminary@bju.edu.

   Organize your prospectus using the following sections:
   a. **Introduction**—background to the thesis
   b. **Need**—why your project needs to be written
   c. **Definition of Terms** (if necessary)
   d. **Statement of Purpose**—exactly what you intend to accomplish through the writing of the project
   e. **Delimitations**—what you do not intend to discuss in the project that may seem relevant to the topic
   f. **Previous Works**—the contribution that each major article or book makes to the subject about which you are writing,
   g. **Method of Procedure**—how you plan to solve the problem or to cover the topic, including an anticipated chapter-by-chapter breakdown.

   The Coordinator of Curriculum and Faculty Development will then appoint your dissertation committee. You may request specific committee members, but due to faculty load requirements we cannot guarantee that we will be able to grant your requests. The Seminary Administrative Assistant will distribute the prospectus copies to the members of your dissertation committee and to the PhD advisor.

   Your dissertation committee will consist of two primary members—a chairman and the primary reader—and two other “end” readers. The two end readers will evaluate the prospectus, but they will not read the dissertation chapter by chapter. They will evaluate the defense copy and will participate in the oral defense. All committee members are available to you for consultation.
10. **Write the Dissertation First Draft**

If your prospectus is approved, proceed to work on the dissertation. Turn in each chapter as you complete it to the Seminary Administrative Assistant by emailing seminary@bju.edu. Do not wait until you have several chapters written before turning them in. This ensures a thorough evaluation of all of your work and allows your committee chairman to catch problems before they affect several chapters. Your committee will accept only one chapter at a time; so do not plan to rush chapters at the end of the writing process and submit several chapters at once.

All chapter submissions must be made to the Seminary Administrative Assistant. This will allow the Associate Dean to have access to the progress records of each candidate. This will also allow the office to ensure that the chapters are distributed simultaneously to each committee member and will assist in the efficient handling of each submission. Your committee members will read and evaluate each chapter and return it to you through the Seminary Administrative Assistant. You can expect chapters to be returned two to three weeks after you submit them. If you do not receive a chapter back within that time frame, contact the Seminary Administrative Assistant, who will help address your concerns.

The bibliography is considered a chapter for evaluation purposes and will be the final installment you will submit for evaluation of your first draft. The bibliography is the only “chapter” that can be submitted simultaneously with another chapter.

11. **Revise Unapproved Chapters**

Your committee will return each chapter indicating one of three statuses: “Approved,” “Approved with Corrections,” or “Not Approved.”

If your chapter is “approved,” you may move directly on to your next chapter. If your chapter is “approved with corrections,” you must make the adjustments and revisions indicated by your committee, but you do not need to resubmit the chapter until the defense draft. If your chapter is “not approved,” you must revise or rework the chapter substantially in accordance with your committee's directions. You must resubmit the revision of any “not approved” chapters before you proceed to additional chapters. Be assured that resubmission of at least one or two chapters is normal and does not disqualify the candidate or the dissertation.

12. **Submit the Defense Draft and Schedule the Defense**

Incorporate all of the changes that your committee members have suggested to you while writing the chapters for the First Draft and make any other adjustments to the project that you think would be best. Include your copyright, dedication, and acknowledgements pages at this time (as well as any other front matter such as a list of tables, list of abbreviations, or list of illustrations).

Prepare six copies of your defense draft—submit five copies to the Seminary Administrative Assistant, one for each of your committee members and one for the Associate Dean of the Seminary, and keep one copy for yourself. Each of these copies should be spiral bound and must be printed at the Bellis Copy Center. From this point on, ALL printing must be done through the Bellis Copy Center. After you submit your defense draft to the Seminary office, contact the Seminary Administrative Assistant to schedule your oral defense. Your defense must be a minimum of two weeks after the submission of your defense draft.

13. **Defend Your Dissertation**

Dissertation defenses are usually held in the Special Collections Room on the second floor of the Mack Library and are usually scheduled fourteen to thirty days after the submission of your defense draft. Bring several extra copies of the dissertation approval page to be signed by the examining committee in addition to one approval page for each copy of the dissertation that you want made for your own personal use. You will also need to bring the Bellis Copy Center order form for your bound dissertations. After the defense you will turn in this form and your signed approval pages to the Seminary office.
14. **Submit the Form for Copying and Binding**

Go to www.bju.edu/seminary to obtain a form concerning the number of copies of your dissertation you wish to have bound. Submit the completed form with the copies of your signature page immediately after your defense. You must also email a copy of the form to seminary@bju.edu.

**Approval pages.** Doctoral candidates must bring three original approval pages in addition to one approval page for each copy they plan to have bound for personal use. The approval pages must be printed on thesis paper by the Bellis Copy Center. Turn in these approval pages to the Seminary Administrative Assistant.

**Procedure for Photocopying and Binding Graduate Papers form.** This form is available electronically at www.bju.edu/seminary. Please fill out this form and bring it to your defense. (Note: If the dissertation requires color for the final printed copies, this must be indicated on the form. The Bellis Copy Center will rely on this form to determine any pages that must be printed in color in the final document). Turn in this form to the Seminary Administrative Assistant in hard copy and digitally (seminary@bju.edu).

**TREN form.** The Distribution Agreement for TREN (Theological Research Exchange Network) is available electronically at www.bju.edu/seminary. You will finalize arrangements for your work to be submitted to TREN when you have completed the Registrar’s Office Draft. Turn in this form to the Seminary Administrative Assistant in hard copy and digitally (seminary@bju.edu).

You, your Committee Chairman, Committee Members, and any other invited faculty will be present. The Dean or Associate Dean may also attend. Because it is a formal, academic evaluation, the defense is not open to family, friends, or faculty outside of the Seminary.

During the defense, you will first give a twenty-minute oral overview of your dissertation. Intermixed with your overview, you may cover topics such as:

- Why did you choose this topic?
- How did you arrive at your thesis?
- What problems did you face in the process?
- Why did you choose your particular methodology?
- How does the evidence prove your thesis?
- What additional, interesting discoveries did you make in the process of your research?

You will then answer questions from the examining committee about your dissertation form and content, chapter by chapter. Dissertation oral defenses usually take two to three hours. You will be informed immediately after the defense whether you have passed the defense. You will also be notified immediately if major revisions in the dissertation will be required or if a second defense must be scheduled at a later date once extensive revisions are complete. Your Defense Draft will be returned to you with any suggestions for further adjustments. From this point forward, you will need to check your email daily in order to facilitate communication from your committee members and the Seminary office.

15. **Submit the Registrar’s Office Draft(s) to the Bellis Copy Center**

Once you have successfully defended your dissertation, submit a corrected defense draft to the Bellis Copy Center within two weeks for approval of formatting. This is called the “Registrar’s Office Draft.” The Bellis Copy Center will give this copy directly to the Registrar’s Office. You will not pick it up at the Copy Center. This draft must be submitted electronically by PDF file (use PDF995 to avoid file distortions that could change your formatting significantly) to the Bellis Copy Center. Be sure to use the online order form, available at www.belliscopycenter.com, specifying that your file is a Registrar’s Office Draft of your dissertation. Usually, the Registrar’s Office requests some formatting revisions. Thus, there may be several Registrar’s Office drafts.

Often, when a candidate corrects a formatting error in one part of the document, other issues arise in another part of the document, particularly in a document that has been heavily revised. When you receive a list of
corrections from the Registrar’s Office (via email), it is imperative that you immediately make the corrections, proofread using guidelines, make any other needed corrections, and resubmit the PDF to the Bellis Copy Center (again, be sure to note on the online order form that the document is a Registrar’s Office Draft of a dissertation). The Registrar’s Office will receive the printed copy for checking, and again contact you if there are any needed adjustments. This process will continue until the checker is satisfied with the document. When corrections have been completed, the Registrar’s Office will contact you to let you know that your document has been approved and is now the Registrar’s Draft.

**Timetable:** The first copy of the Registrar’s Office Draft is due two weeks after a successful defense. From the time of the first submission of the Registrar’s Office Draft, the candidate has two weeks to finalize all corrections. Since sometimes it is necessary to go through multiple stages of corrections with the Registrar’s Office Draft, it is important that the candidate check his email often, immediately make any needed adjustments, and re-submit his PDF to the Bellis Copy Center. Otherwise, he risks not making the two-week process deadline.

The Registrar’s Office Draft will be printed in black and white; therefore, while shading is available for charts and graphs, color is neither available nor necessary for this draft, even if there are color pages in the document.

**16. Receive Acknowledgement of the Registrar’s Draft**

When the checker is satisfied with your document, that file (already submitted to the Bellis Copy Center) becomes the Registrar’s Draft. The Registrar’s Office will inform the Bellis Copy Center that this most recent file is the approved version. The Bellis Copy Center will print the number of copies you have already specified in the Procedure for Photocopying and Binding Graduate Papers form. The copies will be delivered to the Seminary office for insertion of signature pages, and then will be delivered to the Mack Library to be prepared for binding.

All approval pages must be original and bear original signatures. All dissertations for the University are to be duplicated by the Bellis Copy Center on thesis paper and bound through Mack Library. University copies include two for the Mack Library. You may request additional copies to be duplicated for binding on either thesis or plain paper. The student will bear the cost of all duplication and binding. The duplication and binding will be billed to the student’s account. Inquire at the Bellis Copy Center and Mack Library for current pricing, or check with the Seminary Administrative Assistant. Once approved for duplication, the Seminary office will oversee the duplication process, binding, and distribution of final copies. All prices are subject to change without prior notification since in most cases price changes will be minor.

After the checker’s approval, if you have any pages to be printed in color, you must immediately notify the Bellis Copy Center of which pages those are. Pages to be done in color need to be requested by the page number appearing on the page and by the PDF count of pages.
PHD COMPREHENSIVE EXAMINATIONS

A doctoral student must take comprehensive examinations no later than October 15 or March 1 during the first semester in which he is enrolled in Dissertation Research (immediately following the completion of his coursework). Students who fail any part of the examinations are given a second examination in that area. Should a student fail a second time he may take the examination a third and final time but may be required to take specified coursework on a credit or audit basis prior to the third attempt. The assignment of additional coursework will be at the discretion of the Associate Dean of the Seminary in consultation with the student's major professors. All attempts to complete the doctoral comprehensive examinations must occur within the six-month period following completion of the student’s last doctoral level course. The time may be extended to permit the completion of assigned coursework and the final retake of the examinations.

In terms of preparation, a candidate should plan to spend at least the same amount of time required for a 3-credit doctoral level course at the Seminary. Familiarity with the contents of well-known and important books in the candidate’s field of study is expected, even if those works were not used as textbooks in any of the candidate's doctoral courses. The responsibility for both the listing and mastery of the contents of such works, and any other information relevant to the field of study, rests solely with the candidate.

Any consultation with those who have previously taken doctoral comprehensive examinations at Bob Jones University Seminary is permitted only with reference to general study, preparation, and test-taking strategies. Any doctoral student who derives specific information concerning the content of a doctoral comprehensive examination from another graduate student or doctoral candidate who has previously taken any doctoral comprehensive examinations at Bob Jones University Seminary will be considered guilty of unethical behavior and will be immediately and permanently dismissed from doctoral candidacy, without recourse to appeal or re-enrollment.

The goal of comprehensive examinations in general is twofold: to test the student’s ability to hold and convey (1) a breadth of knowledge of his chosen areas of emphasis for his doctoral study, and (2) a depth of knowledge in each of those emphases in a way that demonstrates a high level of understanding, proficiency, and competence. The point of oral comprehensive exams in particular is to test the student’s ability to articulate that high level of understanding with a commensurate degree of clarity, precision, and confidence. Since the doctoral degree program is especially geared toward preparation for a teaching ministry, that these abilities be satisfactorily demonstrated is fundamental to the student’s successful completion of the examinations.

The goal of the comprehensive examinations is for the student to demonstrate not merely a general awareness but a comprehensive knowledge and understanding of the chosen field of study. Examiners expect a demonstrable competence when discussing issues that the candidate has spent several years mastering. For example, facility with important terms (including pronunciation) is not optional; a doctoral candidate should cultivate both competence and comfort with the language of the field of specialty. In short, what the examiners are looking for, particularly in the oral exams, is not mere recitation of someone else’s material, but personal “ownership” of the material, an unequivocal command of the information and ideas in his field of doctoral emphasis.

You should plan to spend half of a day on each written exam and two hours for each oral exam. The exams are treated as a comprehensive unit, so you should not expect for your examiners to tell you that you “passed” or “failed” until all of your exams are completed.
Listed below is the content of the examinations in the respective fields. For further detail, see the professors of the various courses. The exams will be customized for students with a composite emphasis.

### NEW TESTAMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NT Content and NT Theology (oral)</strong></td>
<td>• NT chapter content&lt;br&gt;• Key passages, themes, and doctrines from NT Theology and Advanced NT Theology</td>
</tr>
<tr>
<td><strong>Greek (written)</strong></td>
<td>• Sight translation and exegesis of several NT passages&lt;br&gt;• Textual criticism: terms, dates, prominent scholars and theories in textual criticism, interpretation of textual apparatus from NA27 and Metzger’s 4th ed. GNT&lt;br&gt;• Accenting an unmarked Greek text, including diacritical marks</td>
</tr>
<tr>
<td><strong>History of NT Times and Modern NT Interpretation (written)</strong></td>
<td>• History of NT Times bibliography&lt;br&gt;• History of the intertestamental period and the NT era through the Jewish wars, including events, significant people, and people groups&lt;br&gt;• Scholars and theories of interpretation since the 18th century</td>
</tr>
<tr>
<td><strong>NT Introduction (written)</strong></td>
<td>• Major introduction issues for each NT book&lt;br&gt;• NT criticism: describe and defend or refute modern approaches to NT interpretation&lt;br&gt;• Significant contributors to the study of NT Introduction&lt;br&gt;• NT Introduction bibliography</td>
</tr>
<tr>
<td><strong>Problems of NT Interpretation (oral)</strong></td>
<td>• Define and provide solutions to major textual, theological, and historical NT problems, as well as alleged discrepancies in the NT</td>
</tr>
</tbody>
</table>

### OLD TESTAMENT

<table>
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<tr>
<th>Course</th>
<th>Content</th>
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</thead>
<tbody>
<tr>
<td><strong>Hebrew (written)</strong></td>
<td>• Explanation and illustration of assigned grammatical items, using only the Hebrew Bible&lt;br&gt;• Translation of selected passages, using only the Hebrew Bible and the BDB lexicon&lt;br&gt;• Exegesis and translation evaluation of selected passages, using only the Hebrew Bible and the BDB lexicon</td>
</tr>
<tr>
<td><strong>OT Interpretation (oral)</strong></td>
<td>• OT hermeneutics&lt;br&gt;• History of OT interpretation&lt;br&gt;• Assigned major OT interpretive problems&lt;br&gt;• Assigned OT verse problems</td>
</tr>
<tr>
<td><strong>OT Introduction (written)</strong></td>
<td>• Major introduction issues for each OT book&lt;br&gt;• OT archaeology and ancient Near Eastern history&lt;br&gt;• Significant contributors to the study of OT Introduction&lt;br&gt;• OT Introduction bibliography</td>
</tr>
<tr>
<td><strong>OT Content (written)</strong></td>
<td>• Assigned OT chapter content&lt;br&gt;• OT story descriptions: major characters, including all kings of Israel and Judah&lt;br&gt;• Summaries of OT prophetic messages</td>
</tr>
</tbody>
</table>
### OT Theology (oral)
- History, nature, and method of OT Theology, including scholars, movements, ideologies, and bibliography
- Assigned questions from key OT Theology works
- Assigned word studies
- Assigned subject studies
- Assigned book theologies

### BIBLICAL AND SYSTEMATIC THEOLOGY

#### NT Theology (written)
- History, nature, and method of NT Theology, including scholars, movements, ideologies, and bibliography
- Key hermeneutical and theological issues
- Key word studies and subject studies
- Book theologies and distinctive theological contributions of the various NT writers

#### OT Theology (written)
- History, nature, and method of OT Theology, including scholars, movements, ideologies, and bibliography
- Assigned questions from key OT theology works
- Assigned word studies
- Assigned subject studies
- Assigned book theologies

#### Systematic Theology and Historical Theology (written)
- Definitions of theological terms
- Key biblical texts for doctrines
- Major doctrines, differing views of doctrines, and theological systems
- Major theologians, theological movements, and developments in the historical formulation of doctrine

#### Advanced Biblical and Systematic Theology (oral)
**First examination**
- Christology
- Soteriology
- Eschatology

**Second examination**
- Contemporary Theology
- The Holy Spirit
- The Church
PART III: General Requirements

COMMUNICATION
The Seminary Administrative Assistant is the first point of contact for all parts of the doctoral process. You will submit your dissertation proposal, prospectus, and individual chapters to seminary@bju.edu. Of course, you may contact your committee members directly for advice and input about your dissertation; however, the advice of an individual committee member does not take precedence over information included in the Guide to Doctoral Studies.

FORMATTING REQUIREMENTS & ADJUSTMENTS TO TURABIAN
The dissertation is a fully documented research paper principally following Kate L. Turabian’s A Manual for Writers of Term Papers, Theses, and Dissertations, 8th ed. (Chicago: The University of Chicago Press, 2013). You are expected to procure your own copy of this resource and consult it as needed. A Kindle edition may be purchased from Amazon.com and provides search capability. The Seminary has standardized a few details of formatting that differ, supplement, or make the directions provided in Turabian more specific. When there is conflict, the Bob Jones University Seminary Style Manual, a later section of this Guide, takes precedence over Turabian.

THE BELLIS COPY CENTER
You may print dissertation materials from a personal printer or business copy center up through the defense draft; however, (1) the defense draft, (2) the approval pages, and (3) the Registrar’s Office Draft must be printed at the Bellis Copy Center. You must pay the Bellis Copy Center for all components of your dissertation printing.
See www.belliscopycenter.com for the Bellis Copy Center online order form.

SURVEYS & HUMAN RESEARCH IN THE DISSERTATION
No doctoral candidate may release a survey as part of his research without prior approval from the Institutional Research Board (IRB). You may contact the Institutional Research Board through the Office of Planning, Research and Assessment at pra@bju.edu or ext. 2006. Institutional approval prior to conducting human research is a federally mandated procedure. Failure to follow these instructions invalidates your research. If your research includes a survey, you must follow this procedure:
• Write out the survey in detail and send it to your dissertation committee chairman. The chairman will present the survey to the Associate Dean of the Seminary, who will then present it to the Academic Council for approval.
• In addition, you must finish the prospectus and submit it with the survey to the IRB.
• Itemize who will receive the survey; be specific.
• Detail how the participants will be recruited. The IRB must have the invitation by which you expect to solicit survey participants. The invitation must include a description of how and for what purpose the data will be used.
• Indicate whether or not the survey is anonymous.
• Indicate whether or not demographic data will be collected about the participants. If so, how will this data be kept confidential?
• Indicate whether or not survey participants have given permission to use their collected data.
• Indicate how the survey will be administered (e.g., post office, email, SurveyMonkey).
• Indicate how long the survey will remain open or available.
• Indicate what the predetermined minimum acceptable response rate will be.
• Indicate how the data will be stored in the future.
EDITING AND PROOFREADING THE DISSERTATION

Do not expect your committee or the checker to serve as proofreaders or editors. You must proofread all chapter submissions carefully before submission. Also, you are strongly encouraged to consider employing a qualified editor. Names of proofreaders and editors may be obtained from the Seminary office.

REGISTRAR’S OFFICE CHECKING ADVICE

Your document will be checked against Turabian 8th and the Bob Jones University Seminary Style Manual (see pp. 25–45). Your document will likely never reach “perfection” (an error-free state). Even after being approved by your committee and the checker, you could still find corrections to make.

Microsoft Word programs vary from computer to computer and from PC to Mac. Changing computers and/or program can corrupt your entire dissertation document.

Microsoft Word documents get more “temperamental” the longer they are. The checker looks for formatting and spacing issues, not style or grammar issues. Although the checker notes corrections, technical/word processor advice should come from elsewhere. It is the candidate’s responsibility to find and implement this advice from a reliable, knowledgeable source.

Spacing issues that are corrected will cause a shift of text and footnotes. It is your responsibility to be sure that the Table of Contents and other internal page references are listed correctly.

Footnote numbers start over with each chapter or appendix.

Font changes can cause reference numbers to change superscript font or to change out of superscript. Careful proofing of your document could lower your printing costs by keeping you from having to reprint as many times. Each time corrections are made, you must send the new document by PDF 995 to the Bellis Copy Center and have them print the entire document. If there are few (less than ten) pages to be changed, you will be permitted to print only those pages.

Each time you submit a newer version of your document, you will receive a response. The response will tell you what other corrections are needed or that you are finished with corrections. Carefully monitor your email, including your BJU email account, to ensure that you are alerted to needed corrections in a timely manner.

FACULTY AVAILABILITY

Committee members are not required or expected to be available for consultation or reading during the summer or during Christmas holidays. It is your responsibility to maintain close contact with your committee chairman and keep him informed of your research and writing plans. Plan to complete, submit, and defend your dissertation during the fall and spring semesters, not the summer.

DISSERTATION CREDIT

A minimum of six semester hours of dissertation credit is required for your degree. Once you have completed all coursework for the degree, you must register for at least two hours of dissertation research credit each semester until your degree requirements have been satisfied. You may not delay registration for dissertation research while you prepare for your comprehensive exams; failure to register for dissertation credit will jeopardize your doctoral candidacy. If an exception is granted by the Associate Dean to complete your dissertation in the summer, you must be registered for dissertation credit during that session. It is your responsibility to register for the appropriate number of hours of dissertation credit to complete the total number of hours required to satisfy your degree requirements.

DISSERTATION CHAPTER STANDARDS

Your dissertation committee will examine your individual chapters on the basis of the following components. While your committee will guide your analysis, form, mechanics, and research, it does not exist to make up deficiencies in your ability to perform at the highest academic level. Significant weakness in any of the following areas will require a rewrite of the chapter:
### Analysis
Decisive evidence of logical thought and careful reflection, sound organization, and accurate use of research; selection of data, examples, and illustrations demonstrates critical thinking (not randomly selected just to fill space); warrant provided for conclusions (no unproven assertions)

### Form
Careful adherence to Turabian form while observing the exceptions noted in the Seminary Style Manual

### Mechanics
Attention to proper spelling, grammar, punctuation; use of an appropriately academic style (neither colloquial nor artificially elevated)

### Relevance
The chapter clearly develops the thesis and advances the argument; it makes a genuine contribution to the field of study; it does not merely reiterate what other writers have already written

### Research
Clear demonstration of an original data set; interaction with the available literature on a high level of awareness and competence

### Responsiveness
Reflecting the previous input and feedback of the committee members (unresponsiveness or clear disregard of committee instruction may jeopardize successful completion of your dissertation)

This list provides helpful guidelines but is neither exhaustive nor contractual. Other weaknesses in a candidate's writing may also require a rewrite of a chapter.

### TIMETABLE AND DEADLINES
Plan to begin your dissertation immediately after the completion of your final course. You have a two-year deadline from the end of the semester in which you complete your final course.

<table>
<thead>
<tr>
<th>Official Deadlines</th>
<th>May Conferral</th>
<th>August Conferral</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Draft deadline</td>
<td>January 15</td>
<td>April 15</td>
</tr>
<tr>
<td>Defense Draft deadline</td>
<td>February 15</td>
<td>May 15</td>
</tr>
<tr>
<td>Defense</td>
<td>March 15</td>
<td>July 1</td>
</tr>
<tr>
<td>Registrar's Office Draft deadline</td>
<td>Two weeks after the defense</td>
<td></td>
</tr>
<tr>
<td>Registrar's Draft deadline</td>
<td>Four weeks after the defense</td>
<td></td>
</tr>
</tbody>
</table>
You will find it very helpful to reference these guidelines and to be sure your document meets all of these expectations throughout. Turabian sometimes indicates that you should “check your local guidelines.” This document will provide that for you. If you find any place where these local guidelines contradict Turabian, these guidelines take precedence. Check with your committee chair if you have any questions after consulting both Turabian 8th and these guidelines.

**Important note:** A template has been provided which you should find extremely helpful. But responsibility for complete alignment with these guidelines and with Turabian 8th lies solely with you. The template will help you correctly format your paper. But there are a couple of things you need to remember:

- You need to make sure you are properly using styles (most or all of the styles you will need have already been set up for you).
- You must check your own results against these guidelines. You are ultimately responsible for making sure you have correctly formatted your paper.

**GENERAL GUIDELINES**

- Except for the Defense Draft, all pages should be printed only on one side.
- Use 8½ x 11 paper of good quality. For electronic submission, set your word processor for 8½ x 11.
- Citations should be in notes-bibliography style (see Tur. 8th, §15.3). Use footnotes (rather than endnotes).
- Use a 12-point printer font, one with serifs (choose from the following fonts: Bookman Old Style, Cambria, or Century Schoolbook).
- Do not use justified right-hand margins. Nothing should be typed in the margins.
- Indent each paragraph, lengthy quotation, or footnote entry one-half inch. Bibliography entries should have a hanging indent of one-half inch.
- You should hyphenate to eliminate long spaces on the right margin, but do not overdo it (Tur. 8th, §20.4.1). Never hyphenate between pages, and do not use one- or two-letter divisions. Do not automatically hyphenate with your word processor.
- When submitting electronic files to the Seminary office, follow this format: DOE_Chapter2_March3_2014
- When citing online material (in footnotes or in bibliography), do not let your word processor automatically format URLs as hyperlinks.

**Important note:** although these guidelines informally use terminology such as “single space,” “double space,” and “triple space,” etc., when you set your paper up you will want to specify exactly 12 point lines (“single spaced”) or 24 point lines (“double spaced”), or 12 points or 24 points above/beneath paragraph, etc. Setting your word processor to actually double or single space instead of specifying exact point values can cause major problems. Avoid this. Most or all of this work can be done by using styles that are set up properly. The template will help you with this. See Figure 1. Rather than selecting single space, the user has correctly set his lines to be exactly 12 points.
In other cases, such as after a Chapter Title Heading style, use the “Spacing After” option. Since Chapter Titles require triple spacing between the Title and the body text following, the user will make sure the Chapter Title Heading style is set to have exactly 24 points of space after (informally referred to as “triple spacing”). See Figure 2.

**ORDER OF PARTS**

- Title page
- Copyright page
- Signature page
- Abstract (optional)
- Dedication page (optional)
- Acknowledgements
- Table of Contents
- List of Tables (if applicable)
- List of Figures (if applicable)
- Abbreviations (if needed)
- Chapters
- Appendices
- Bibliography

**TITLE PAGE—DEDICATION PAGE**

**TITLE PAGE**

*Follow example page provided in the template.*

<table>
<thead>
<tr>
<th>Margins</th>
<th>Top 2 inches</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bottom 1 inch</td>
</tr>
<tr>
<td></td>
<td>Centered between the Right 1 inch and the Left 1½ inch margins</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Concise (10–12 words preferred)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Avoid: “method, results, a study of, an experimental investigation of”</td>
</tr>
<tr>
<td></td>
<td>No abbreviations</td>
</tr>
<tr>
<td></td>
<td>Single space if it runs over one line</td>
</tr>
<tr>
<td></td>
<td>Bold, 14 pt. Do not use all caps.</td>
</tr>
<tr>
<td></td>
<td>Centered between the right and left margins</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spacing</th>
<th>All text lines double spaced</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>More space allowed between sections to adjust for margins</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Page #</th>
<th>No page # printed, but counts as i</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Byline</th>
<th>Placing/text:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>“by”, double-spaced line, Author’s name (preferred: first name, middle initial, last name)</td>
</tr>
<tr>
<td></td>
<td>Omit all titles (Rev., Dr., PhD)</td>
</tr>
</tbody>
</table>

*Font style:*

- “by” in regular font (12 pt)
- Author’s name in bold (12 pt)
<table>
<thead>
<tr>
<th><strong>Affiliation</strong></th>
<th>Format: Each line centered Double spaced</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Text of lines: A Dissertation Submitted to the Faculty of the Seminary &amp; Graduate School of Religion Bob Jones University in Candidacy for the Degree of Doctor of Philosophy [or Doctor of Ministry]</td>
</tr>
<tr>
<td><strong>Place/date</strong></td>
<td>Format: Each line centered Double spaced</td>
</tr>
<tr>
<td></td>
<td>Text: Greenville, South Carolina May 9, 2016</td>
</tr>
</tbody>
</table>

**COPYRIGHT PAGE**

<table>
<thead>
<tr>
<th><strong>Margins</strong></th>
<th>Bottom 1 inch Left 1½ inch</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Page #</strong></td>
<td>No page # printed, but counts as ii</td>
</tr>
<tr>
<td><strong>Text</strong></td>
<td>Copyright © 20XX by &lt;insert your name&gt; All rights reserved</td>
</tr>
<tr>
<td><strong>Placement</strong></td>
<td>Bottom left corner</td>
</tr>
</tbody>
</table>

**SIGNATURE PAGE**

<table>
<thead>
<tr>
<th><strong>Margins</strong></th>
<th>Top 2 inches Bottom 1 inch Centered between the Right 1 inch and the Left 1½ inch margins</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td>Match title page exactly (single space, etc.) Bold, 14 pt. Do not use all caps.</td>
</tr>
<tr>
<td><strong>Spacing</strong></td>
<td>All text lines double spaced More space allowed between sections to adjust for margins</td>
</tr>
<tr>
<td><strong>Page #</strong></td>
<td>No page # printed, but counts as iii</td>
</tr>
<tr>
<td><strong>Indentations</strong></td>
<td>Signature lines are indented, both for Approved and Accepted</td>
</tr>
</tbody>
</table>
# ABSTRACT (OPTIONAL)

**Margins**  
Top 1 inch  
Bottom 1 inch  
Right 1 inch  
Left 1½ inch  

**Title**  
*Format:* Bold, 14 pt. Do not use all caps.  
*Text:* Abstract  

**Spacing**  
Triple space after title Abstract  
Double space remainder including between body of text and page #  

**Page #**  
No page # printed, but counts in numbering (iv, etc).  

**Length**  
There is no limit on the length

# DEDICATION PAGE (OPTIONAL)

**Margins**  
If short: ½ of the way down the page (usually short)  
If medium-length: centered top to bottom  
Centered between the Right 1 inch and the Left 1½ margins  

**Spacing**  
No title/header: text is double spaced if the dedication runs over one line  

**Page #**  
No page # printed, but counts in numbering (lowercase roman numeral)

# REST OF FRONT MATTER

## GENERAL

**Margins**  
Top 1 inch  
Bottom 1 inch  
Right 1 inch  
Left 1½ inch  

**Title**  
Bold, 14 pt. Do not use all caps.  

**Spacing**  
Triple space after title header  
At least a double spaced line (12 pt line) between text and page # but not too much  

**Page #**  
Lowercase Roman numeral, centered at bottom

# TABLE OF CONTENTS

**Detail**  
Inclusion of number of levels of subheadings in TOC is optional  

**Chapter**  
If title is so long it runs over on next line(s), use a slight hanging indent as in examples below. Do not allow the first line to run the full length of the line (see Chapter 1 title first line in the example below). Single space any run-over lines.  

**Spacing**  
Single space within entries  
Double space between entries  

**Layout**  
See the following Table of Contents Sample Page
Table of Contents

Acknowledgements v
Table of Contents vi
Table of Figures xi
Chapter 1 Introduction 1
  Need 2
  Purpose 4
  Delimitations 5
Previous Works 6
  History and Analysis of Theological Education in Spanish 6
  Guides for Theological Training of Hispanic Believers 7
  Online Education, both Secular and Theological 8
  Online Theological Education Involving Hispanic Believers 10
  Theological Education Available in Spanish on a Master’s Level 11
Method of Procedure 12
Chapter 2 The Mexican Bible College Teacher’s Core Curriculum 15
  The Undergraduate Curriculum as the Basis for Developing the Master’s Degree Curriculum 15
  Delimitating the Course Curriculum for the Master’s Degree 17
  Orientation 18
  Spanish 18
  Workshops, Physical Education, and Speech 19
  Ministerial Seminar 19
<table>
<thead>
<tr>
<th>LIST OF TABLES (MAY COMBINE WITH LIST OF FIGURES: FOLLOW TUR. 8TH, § A.2.1.7)</th>
</tr>
</thead>
</table>
| **Spacing** | Individual table titles that run over one line are single spaced  
Double space between table titles |

<table>
<thead>
<tr>
<th>LIST OF FIGURES (MAY COMBINE WITH LIST OF TABLES: FOLLOW TUR. 8TH, § A.2.1.7)</th>
</tr>
</thead>
</table>
| **Spacing** | Individual figure titles that run over one line are single spaced  
Double space between figure titles |

**IF LIST OF TABLES AND LIST OF FIGURES COMBINED:**

“Label the list Illustrations (following the pattern described above), but divide it into two sections labeled Figures and Tables.” (Tur. 8th, § A.2.1.7)

<table>
<thead>
<tr>
<th>ABBREVIATIONS (OPTIONAL UNLESS LARGE NUMBER OF ABBREVIATIONS ARE USED)</th>
</tr>
</thead>
</table>
| **Spacing** | Individual entries that run over one line are single spaced  
Double space between entries |
| **Order** | Alphabetized by abbreviation |

### BODY

**GENERAL**

| **Margins** | Top 1 inch  
Bottom 1 inch  
Right 1 inch  
Left 1½ inch |
| **Title** | Bold, 14 pt. Do not use all caps. |
| **Spacing** | Triple space after title header  
Interior headers: triple space before and double space after  
Double space body text lines  
Double space, at least, between line of text and page number (at top or bottom). |
| **Page #** | *Chapter first page:*  
Arabic numeral, centered at bottom (double space between last line of text or footnote and page #; extra space allowed for widow/orphan control)  

*Pages within chapter:*  
Arabic numeral, at top right margin (double space between page # at top right and text) |
**CHAPTER STARTING PAGES**

| **Margins**             | Top 1 inch  
|                       | Bottom 1 inch  
|                       | Right 1 inch  
|                       | Left 1½ inch  
| **Title**              | Either: Chapter 1 / Chapter One  
|                       | Single space if it runs over one line  
| **Spacing**            | Double space between last line of text or footnote and page #; extra space allowed for widow/orphan control  

**PAGES IN CHAPTER**

| **Headings** | Triple space (24 pts) above and double space (12 pts) below internal headings & subheadings  
| **Spacing** | Double space between page # at top right and text  

**FOOTNOTES**

| **Line** | Horizontal line between text and footnote should be 2 inches  
| **Reference#** | Superscript & font should match body text typeface  
| **Number** | Use superscript numbers for the footnote number. There should be one space between the number and the text of the footnote.  
| **Font** | Same font as body text, uniform text throughout, 11 point font, “single-spaced” (line spacing at exactly 12 points)  
| **Margin** | Footnotes start at left 1½ margin plus indent  
|           | Indented ½ inch  
| **Spacing** | Double space between last line of footnote text and page #; extra space allowed for widow/orphan control  
|           | Space between last line of body and footnote line must be consistent  
|           | Space between footnote line and footnotes must be consistent  
|           | Individual footnotes are single spaced (line spacing at exactly 12 points)  
|           | Double space between footnotes (12 points after)  
|           | The footnote citation should be in a simple block format, no matter how long it is, i.e., no double spacing between paragraphs  
|           | Acceptable to have a shorter footnote on the same line as another footnote to save space if needed, as follows:  
|           | 26 Ibid.  
|           | 27 Ibid.  
|           | 28 Hodge, 2:100.  

**However, it is unacceptable to do the following:**

28 Footnote text and discussion here, elongating the footnote until it reaches to a second line.  
29 Don’t put a new footnote here like this!
**Misc.**
- Footnotes restart numbering at 1 with each new chapter
- Footnote can only carry over 1 page
- Must have at least two lines of text above (no page can be entirely footnotes)
- Generally, avoid extremely lengthy footnotes
- Reference number in text must have matching footnote number on same page
- Shorten notes after first reference of a work in a chapter. See Tur. 8th, § 16.4.1 for additional direction about shortening footnotes. However, the first reference to a work in a given chapter must be a full reference.

**Ibid.**
- Ibid. = same author, same book as previous footnote
- “In notes, ibid. should not be italicized; at the start of a note, it should be capitalized. Since ibid. is an abbreviation, it must end with a period; if the citation includes a page number, put a comma after ibid. If the page number of a reference is the same as in the previous note, do not include a page number after ibid. Do not use ibid. after a note that contains more than one citation” (Tur. 8th, § 16.4.2).
- Ibid. used within a chapter—it is ok to use Ibid. to refer to an immediately preceding source not on the same page, as long as it is in the same chapter (this is an exception to Turabian 8th but consistent with Tur. 6th, § 8.85).

*See Tur. 8th and BJU Seminary sample citation patterns (pp. 41–44).*

**BLOCK QUOTES**

**General**
- “Present a prose quotation of five or more lines as a block quotation” (Tur. 8th, § 25.2.2.1).

**Font**
- 11 point font, “single-spaced” (line spacing at exactly 12 points)

**Tab**
- Body indented to same point as beginning of paragraphs

**Indent**
- If beginning of quote is beginning of a paragraph, the quote will have an indent to show the paragraph beginning

**Quotation**
- No quotation marks needed around the block quote

**TABLES**

**Basics**
- Inside of a box
- Sequential numbering or Table 1.1 (chapter#table#)
- Table generally should be located inside chapter, or at end; however “if a table or figure is marginally relevant or too large to put in the text, put it in an appendix in the back matter of your paper” (Tur. 8th, § 26.1.1).
- Small tables should not be split on two separate pages unless the volume of footnotes for the table prohibits this. In that event, the table number should be repeated on the next page with the addition of “(continued).”

**Page number**
- If table is in landscape, page number still at top right as bound

**Margins**
- Keep within

**Spacing**
- Double space after
### Multiples
Triple space before second table, but follow other guidelines. Only do a multiple if entire table of each used will fit on page. Extra white space allowed to keep single table on one page.

### Title/Caption
Table title and caption placed together above table line
Caption/note optional but may be needed for clarity
If any bibliographic reference for the table, reference note attaches to title/caption or add reference note (see Turabian guidelines)

### FIGURES/DRAWINGS

#### Basics
Centered between left and right margins
May be within body of text or in appendix

#### Page number
If table is in landscape, page number still at top right as bound

#### Margins
Keep within

#### Spacing
Double space after

#### Appearance
Should have good quality in appearance/resolution. Avoid fuzziness.

#### Caption
Consult Tur. 8th, § 26.3.2. Use 12 or 11 pt. font, but be consistent in all such captions throughout the dissertation.

### BIBLE REFERENCES
The trend is toward Arabic numbers, with a space between the number and the word (e.g., 1 Corinthians). But candidates are at liberty to use the Roman numerals if they wish, so long as they are consistent throughout the paper. With numbered books of the Bible, number may not be on a different line than book name, as in 1 Corinthians (should use a non-breaking space to ensure this does not happen).

It is, however, completely acceptable to hyphenate book name, as in 1 Corinthians.

When you quote or reference a Bible verse/passage, rather than citing the Bible reference in a footnote, use a parenthetical reference in the body of the dissertation.

Spell out the entire reference in the body of your paper. Use abbreviations when citing a reference in parentheses. When abbreviating, use the traditional abbreviations as listed in Tur. 8th, § 24.6.

### STATE ABBREVIATIONS
In body of text, spell out states. In bibliographies and footnotes, use the standard two-letter postal abbreviations.
## BACK MATTER
### GENERAL

| Margins | Top 1 inch  
|         | Bottom 1 inch  
|         | Right 1 inch  
|         | Left 1 ½ inch  
| Title   | Bold, 14 pt. Do not use all caps.  

## APPENDIX DIVISION PAGES (OPTIONAL)

| Appendix | Appendix (A, B, C, D, etc) centered left to right between margins  
|          | Centered top to bottom  
| Page #   | Counts as page, but page number is not printed  

## APPENDICES

| Title | “Give each appendix a number or letter and a descriptive title. You may give the numbers in either arabic numerals (1, 2) or spelled out (One, Two), or you may use single letters of the alphabet in sequential order (A, B). Put the number or letter following the word Appendix, and place the descriptive title on the next line. (If your paper has only one appendix, you may also give it a descriptive title, but do not give it a number or letter)” (Tur. 8th)  
|       | The placement of the descriptive title must match placement of Chapter Titles.  
| Spacing | Triple space after title header  
|         | Interior headers: triple space before and double space after  
|         | Double space body text lines  
| Page # | First page:  
|         | Arabic numeral, centered at bottom (double space between last line of text or footnote and page #; extra space allowed for widow/orphan control)  
|         | Pages within appendix:  
|         | Arabic numeral, at top right margin (double space between page # at top right and text)  

## BIBLIOGRAPHY/REFERENCES

| Spacing | Triple space after title header  
|         | Double space between subtitles and text entries below  
|         | Triple space between last entry in a section and subtitle below  
|         | Single space individual source listings  
|         | Double space between sources  
| Title   | The placement of the descriptive title must match placement of Chapter Titles.
**Sources**

Follow Turabian 8th, and BJU Seminary sample citation patterns

Alphabetical order (skip “the, a, an”)

Alphabetize first by author(s). If author is repeated, alphabetize first by author then by whatever comes immediately after the author.

If author is repeated, may substitute ———. (three “em” dashes) [you must make sure there is no space between the individual “em” dashes—some otherwise acceptable fonts leave space, and these dashes must be manually adjusted by condensing the font (different than changing the font size) until they connect].

If author is repeated on next page, must reuse name for first mention on page.

---

**Page #**

*Bibliography first page:*

Arabic numeral, centered at bottom (double space between last line of text and page #; extra space allowed for widow/orphan control)

*Pages within Bibliography:*

Arabic numeral, at top right margin (double space between page # at top right and text)

See Tur. 8th and BJU Seminary sample citation patterns.

---

**OTHER ITEMS TO BE ALERT TO**

- No hyphenations on last line of text, either in body of text or footnote
- Watch for extra lines or spaces in text
- Missing punctuation
- No accidental odd inserts such as boxes or other symbols
- If “ there must be a ” (open and close quotes); the same applies to ‘ and ’ also
- If no date, indicate that with n.d.
- Avoid “widows” or “orphans” (a portion of a paragraph should have at least two lines on any one page)
A Philosophy and Methodology for Preaching an Expository Book Series Governed by Apostolic Purpose and Based on Rhetorical Analysis: A Case Study of 1 Peter

A Dissertation Submitted to
The Faculty of the Seminary & Graduate School of Religion
Bob Jones University
in Candidacy for the Degree of
Doctor of Ministry

by
Kerry Todd McGonigal

Greenville, South Carolina
June 2014
CHAPTER 3

Rhetorical Analysis: The Process Applied

The previous chapter examined the process of doing a rhetorical analysis of a biblical text. This chapter will apply that process point by point to Peter’s first epistle.

The first step is determining the rhetorical unit, which in the case of an entire epistle is fairly straightforward. The second step analyzes the rhetorical situation that gave rise to the document in the first place, so the related section will examine the occasion of 1 Peter and the particular problem behind it. Facets to consider are those experiencing the problem (the recipients of the letter, their place of residence and ethnicity), and the one addressing the problem (the writer of the letter). This section will answer the following questions: (1) Who wrote 1 Peter? (2) Where was 1 Peter written? (3) What is the relationship between the author and the recipients? Of particular concern is Peter’s purpose for writing the letter. (4) What was he seeking to accomplish with his target audience in light of their situation?

The third step in the process of rhetorical analysis is the examination of the author’s arrangement and style. This section will include an examination of the major divisions within 1 Peter and trace how the argument moves from one section to the next. Then the central theological themes of 1 Peter will be explored in connection with Peter’s rhetorical purpose and a theme for the entire epistle proposed. As far as Peter’s style is concerned, the focus here will be on his use of illustration and figurative language.
Online Education, both Secular and Theological

The article “Establishing Social Presence in Online Courses: Why and How”16 explains the importance for students to sense that they have the physical presence of a teacher. It also guides the reader to communicate that sense to the student taking an online class. The article points out that the online format can also provide an avenue for growth in godly character.17

The article “Designing for Online Distance Education: Putting Pedagogy before Technology”18 helps one understand what online education is. The author argues that the education the technology mediates is more important than the quality or sophistication of the technology that provides the education. This ideal serves as one of the guideposts when planning and coordinating a strategy for providing theological education to Mexicans via the Internet when formal training in person is not feasible.

In “Could Theological Education Be Better Online?”19 Daniel W. Ulrich concurs with the premise of this dissertation by countering the argument that online courses and degree programs compromise the quality of

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17 Ibid., 91.


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15. Ibid., 215. 16Ibid. 17Haley, 17.


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