

**NEW YORK**  
**THEOLOGICAL**  
**SEMINARY**

**AY2010-2011**  
**FORMATTING GUIDE<sup>1</sup>**  
For  
**Demonstration Projects**

**With Information About**  
**Final Submission and Degree Completion**

**New York Theological Seminary**  
**Doctor of Ministry Program**  
**475 Riverside Drive, Suite 500**  
**New York, New York 10115**  
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<sup>1</sup> Adapted with permission from The Graduate School, Michigan State University this NYTS Formatting Guide was originally for NYTS Michelle Lim-Jones, Jerry Reisig, and Lester Edwin J. Ruiz, March 6, 2005. Updated by Jerry Reisig, September 20, 2010.

## Table of Contents

INTRODUCTION.....	1
MANUSCRIPT REQUIREMENTS .....	2
FORMAT REQUIREMENTS/GUIDELINES.....	3
Spacing .....	3
Justification .....	3
Margins .....	3
Fonts.....	3
Footnotes .....	3
Printing and Copying .....	3
Paper.....	3
PAGE NUMBERING AND PLACEMENT .....	4
Formatting Guidelines.....	6
Tables and Figures .....	13
Captions for Tables and Figures.....	13
Placement of Tables and Figures.....	13
Numbering of Tables and Figures .....	13
UMI AND DEMONSTRATION PACKET.....	14
University Microfilm’s International (UMI) Dissertation Services.....	14
Demonstration Project Submission Packet.....	14
PDF file of Entire Project.....	14
Demonstration Project Agreement Form.....	14
Application for Copyright .....	14
Fee .....	14
Additional Abstract .....	14
CREATING A PDF FILE .....	15
HOW TO AVOID DELAYS .....	16
Some Common Mistakes.....	16
DEGREE COMPLETION .....	17
APPENDIX A: USE OF COPYRIGHTED MATERIAL .....	18
APPENDIX C: CHECK SHEET.....	19
APPENDIX D: SAMPLE DEMONSTRATION PROJECT.....	20

### List of Tables

Table 1 : Pagination and Sequencing Guide: .....	5
Table 2: Summary of Table of Contents .....	12
Table 3: Citing Published Works.....	33

## INTRODUCTION

This *Formatting Guide* sets forth the Demonstration Project requirements established by the New York Theological Seminary's Doctor of Ministry Program, and Demonstration Projects should be prepared in accordance with it. It is the candidate's responsibility to become familiar with this guide and to learn what, if any, special requirements may apply in his or her particular case.

Any proposed deviation from the guidelines in this handbook must be referred to the Office of the Doctor of Ministry Program for approval before the demonstration project is completed in final form.

*The rules in this AY 2009-2010 Formatting Guide take precedence over previous publications issued by the Office of the Doctor of Ministry Program.*

The work the candidate has done, short of final preparation of the demonstration project, is outside the scope of this handbook. The assumption is made that the research is complete, and that the final draft has been examined and approved by the major professor or demonstration project adviser.

Questions regarding the format of the demonstration project not adequately answered in this *Formatting Guide* should be directed to the Director of the Doctor of Ministry Program and the Director of Library Services who will be pleased to give assistance.

Forms for UMI (University Microfilms, Inc.) are required at the completion of your project. The *UMI Doctoral Dissertation Form* can also be acquired from the Director of Library Services.

**Good luck on the last stages of your program.**

## Manuscript Requirements

Beginning 2009-2010, the seminary will no longer maintain DMin Projects in printed form. The candidate will present a complete final project to the Director of Library Services in PDF format. The manuscript will continue to be formatted according to printed format in order to maintain consistency and allow candidates to print copies of their projects, as well as present a consistent format for inclusion in Dissertation Abstracts.

The candidate will continue to present a printed version of the Demonstration Project to the advisor and DMin Director as a error-free, professional-quality printed document. The candidate is advised to produce the final document in cooperation with a professional editor, especially as documents in the appendix may need to be scanned and included in the final product. If a candidate does decide to use a professional editor/typist for the demonstration project, the candidate, and not the editor/typist, is responsible for proof reading and editing the final version of the document.

Candidates should be aware that the preparation of a demonstration project can be an expensive undertaking. Each candidate should have a clear understanding of costs in advance with any person or agency involved in the production of the final document. New York Theological Seminary shall not act as referee in disputes between candidates and others in such matters.

Manuscripts are prepared according to *The Chicago Manual of Style*, 15<sup>th</sup> Edition or Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6<sup>th</sup> Edition. Candidates should at least own the latter. Citation information can also be found in Jerry Reisig's *Access: Unlocking the Power of Research*.

**INFORMATION IN THIS FORMATTING GUIDE TAKES PRECEDENCE OVER INFORMATION DERIVED FROM ANY OTHER SOURCE.**

## FORMAT REQUIREMENTS/GUIDELINES

### For Digital and Printed Versions

#### Spacing

- Double space the abstract and the general text of the manuscript.
- Single-space within each bibliographical entry and double-space between entries.
- Single-space within long tables, long quotations, footnotes, appendices and multi-line captions.

#### Justification

- **Left** justification (not full) for all project text, including footnotes and bibliography, unless specified otherwise in the *Formatting Guide*.
- Appendixes are not bound by this requirement

#### Margins

- First Page of Introduction of Chapter:
  - Top: 2" (50.8 mm)
  - Bottom and Right: 1" (25.4 mm)
  - Left: 1.5" (38.1 mm)
- All other pages:
  - Top, Bottom and Right: 1" (25.4 mm)
  - Left: 1.5" (38.1 mm)

#### Fonts

- Times New Roman (or equivalent), 12-point fonts for text and 10-point font for footnotes and subscripts.

#### Footnotes

- Footnotes must conform to Kate Turabian's *Manual for Writers*, 6<sup>th</sup> edition (see Appendixes for additional information).
- All footnotes must conform to the margin requirements above.
- All footnote text must be in 10 point Times New Roman, with the exception or the footnote number that can be no smaller than 8-point font size.
- Footnotes have a first line indent of .5" (12.7 mm.) from the left margin.
- The footnote number is not on line with the footnote text but is superscripted before the first character of the footnote text.

### For Printed Version to Advisor and Available for Orals

#### Printing and Copying

- No cross-outs, lines from paste-ons, dots and shading in the background, smudges and smears, and white-out.
- No use of photo-mounting corners, staples, or tape.
- No use of Dot-matrix printers.
- Every page of the document must be printed single-sided.

#### Paper

- White paper, clean copy paper..

## PAGE NUMBERING AND PLACEMENT

### Preliminary Pages

- "Preliminary pages" refers to all pages that precede the text of the demonstration project.
- Count, do not number, the title page, copyright page (if applicable) or the abstract.
- Count and number with roman numerals (iii, iv, v, etc.) the dedication and acknowledgement pages, and the table of contents.
- Page number placement begins at the dedication or acknowledgments.
- Numbers are placed in the center of the page 0.5" (12.7 mm) from the bottom.

### Text, Appendices and Bibliography

- Count and number all pages.
- Page number 1 is the first page of the Introduction or Chapter 1 if an Introduction is not used.
- Arabic numerals (1, 2, 3, etc.) are placed on all pages consecutively throughout the text, **appendices**, and bibliography.
- Appendices must be numbered consecutively, continuing numbering from the text of the project. Scanned documents that are already numbered must be reduced so that the project page number appears below.
- Page numbers are placed in the footer of each page, centered 0.5" (12.7 mm) from the bottom.
- At the top of the bibliography page, type the word **Bibliography**.

**Table 1 - Pagination and Sequencing**

<b>SEQUENCE</b>	<b>PAGINATION</b>	<b>Page Number Placement</b>
<b>Preliminary Pages</b>	<b>Lower Case Roman Numerals</b>	
Title Page	Count/Do Not Number	None
Abstract	Count/Do Not Number	None
Copyright Notice	Count/Do Not Number	None
Acknowledgments	Count/Number	Bottom/Center
Table of Contents	Count/Number	Bottom/Center
List of Tables (If appropriate)	Count/Number	Bottom/Center
List of Figures (if appropriate)	Count/Number	Bottom/Center
Key to Symbols or Abbreviations	Count/Number	Bottom/Center
<b>Text</b>	<b>Arabic Numbers Starting at 1</b>	
Introduction	Count/Number	Bottom/Center
Body of Thesis/Dissertation	Count/Number	Bottom/Center
<b>Reference Pages</b>		
Cover Sheets for Appendices	Count/Number	Bottom/Center
Appendices	Count/Number	Bottom/Center
Cover Sheets for Bibliography	Count/Number	Bottom/Center
Bibliography	Count/Number	Bottom/Center

## Formatting Guidelines

CHILD'S PLAY: THE POSSIBILITY OF INTER-RELIGIOUS DIALOGUE IN THE  
AFRICAN-AMERICAN CHURCH

By  
JASON GRUNDY

A DEMONSTRATION PROJECT

Submitted to  
New York Theological Seminary  
In partial fulfillment of the requirements  
for the degree of  
DOCTOR OF MINISTRY  
Kankoa, New York, USA  
2010

### Title Page

- Type the title in CAPITAL LETTERS centered 2" (50.8 mm) from the top of the page.
- Double-space and type "By."
- Double-space and type in capitals the candidate's name as it will appear on the diploma.
- Space down approximately 2.5" (63.5 mm)
- Type "A DEMONSTRATION PROJECT"
- Double Space two times
- Type (single spaced):

Submitted to  
New York Theological Seminary  
in partial fulfillment of the requirements  
for the degree of

- Double-space and type "DOCTOR OF MINISTRY".
- Double-space and type town, city, and country of the candidate when degree was completed.
- Double-space and type the year in which the demonstration project is submitted.
- Page counted but number is not displayed.

ABSTRACT

CHILD'S PLAY: THE POSSIBILITY OF INTER-RELIGIOUS DIALOGUE IN THE  
AFRICAN-AMERICAN CHURCH

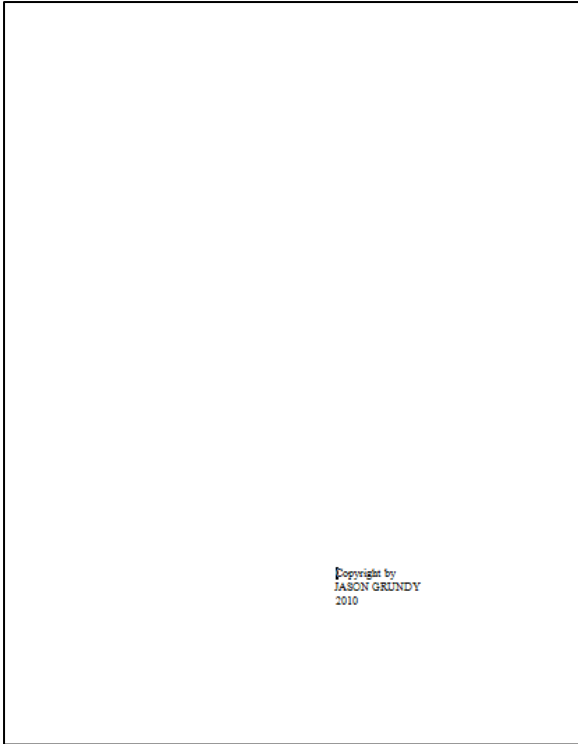
By  
JASON GRUNDY

Because it also functions as a youth center for the tiny community of Kankoa, New York, the youth ministry at St. Elmo Episcopal Church in Kankoa, New York, contains children of several different faiths and denominations. With a growing Iranian American presence in the community, the youth program has included both Baptist Christians and Iranian Muslims. While the rest of the community has struggled with this new element, children have been extremely successful in finding ways to play with one another in spite of religious and ethnic constraints for the adult community.

This project will attempt to work with adult Christians and Muslims through a dialogue of play. Ten Christian members and 10 Muslim parents who use the youth center played games together from both cultures. One of them most effective games was one that the subjects invented themselves that did not allow the use of language. The results of this study indicate that a true religious dialogue may need to begin in silence and play.

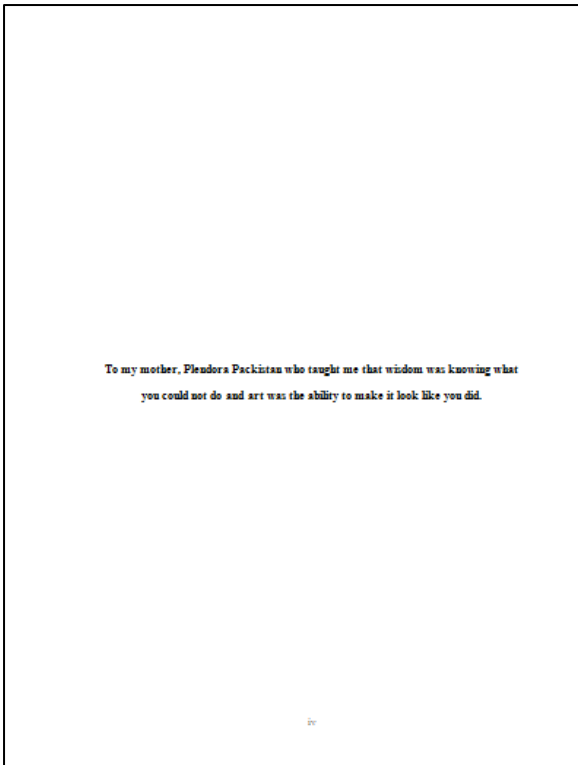
### Abstract

- Type "ABSTRACT" centered 1" (25.4 mm) from the top of the page.
- Double-space and type the title in CAPITAL LETTERS.
- Double-space and type the word "By".
- Double-space and type the author's name.
- Double-space and type the text of the abstract.
- The text of the abstract must be double-spaced and meet margin requirements.
- Page(s) counted but number is not displayed.
- **Note: For English projects, the abstract must not exceed two pages in length.**



### **Copyright Page**

- **Optional:** If the author intends to obtain a copyright, inserted immediately following the abstract and complies with margin requirements.
- Page counted but number not displayed.



### **Dedication**

- **Optional:** Should be brief and centered, top to bottom, on the page. (See Turabian 1.9).
- The Pagination sequence begins at this page with lower case Roman numerals.

#### ACKNOWLEDGMENTS

It is impossible for me to acknowledge all who have helped me grow through this project, but I must thank:

My Husband, Lopia, my mother, Splendora Pakistan, my daughter Cinchona Seethe, her husband, Husk Seethe, and their children; Lola Loupe, Sinclair, and Encomin, and my son dear son, Mortimer.

I would like to thank my Site Team: Rev. Gundry Loanda, Jezebel Akido, and Bella Kerstin

I would also like to thank Mama Loa, my editor and friend.

v

#### Acknowledgments

- **Optional:** A brief statement of appreciation for, or recognition of, any special assistance.
- Type "ACKNOWLEDGMENTS" centered 1" (25.4 mm) from the top of the page.
- Double-space twice.
- Text of page must be double-spaced.
- Page counted and displayed as lower-case Roman numeral.

#### PREFACE

This physical project is a minor part of the process to a Doctorate in Ministry. More important than this small contribution is the realization that I am part of a larger community that demands a high level of integrity. As a minister, I should have known this, that the very fact of being a minister was by itself a form of power, a moral demand that is not made upon the community as a whole. Nothing has helped me more in understanding this than the idea that my ministry is built upon my actions and moral consistency and not upon my ability to speak the gospel.

vi

#### Preface

- **Optional:** Type "PREFACE" centered 1" (25.4 mm) from the top of the page
- Double-space twice. Begin typing the double-spaced text.
- Page counted and displayed as lower-case Roman numeral.

Table of Contents

CHAPTER 1	
INTRODUCTION TO THE SETTING	1
GEOGRAPHICAL LOCATION	6
FOCUS SITUATION	8
THE PROBLEM	9
WHERE ARE THE CHILDREN	14
CHAPTER 2	
ANALYSIS OF THE CHALLENGE	22
CHALLENGE STATEMENT	24
CHAPTER 3	
PLAN OF IMPLEMENTATION	25
CHAPTER 4	
THE IMPLEMENTATION OF THE PROJECT	36
CHAPTER 5	
RESEARCH QUESTIONS	55
RESEARCH QUESTION #1	55
RESEARCH QUESTION #2	65
RESEARCH QUESTION #3	75
CHAPTER 6	
MINISTERIAL COMPETENCIES	85
ADMINISTRATOR	87
COUNSELOR	92
MY JOURNEY	101
MINISTERIAL COMPETENCY REPORT BY THE SITE TEAM	103
APPENDIXES	
APPENDIX A: CHILDREN'S CENTER PHOTOGRAPHS	108
APPENDIX B: GAMES	138
APPENDIX C: SUBJECT THOUGHTS AND REFLECTIONS	149
BIBLIOGRAPHY	155

vii

**Table of Contents**

- Type "TABLE OF CONTENTS" centered 1" (25.4 mm) from the top of the page.
- Double-space twice. Type the listings.
- Include titles of the chapters or sections, and at least the primary and secondary subdivisions, be worded exactly as they appear in the body of the text.
- Single-space within each entry and double-space between them.
- Should contain listings of all material following it with corresponding page numbers.
  - The text of each entry should be separated by a dot leader with its corresponding page number at the right margin.
- No material that precedes the Table of Contents should be listed.
- Page counted and displayed as lower-case Roman numeral.

CHAPTER 1  
INTRODUCTION TO THE SETTING

St. Elmo Episcopal Church in Kankakee, New York

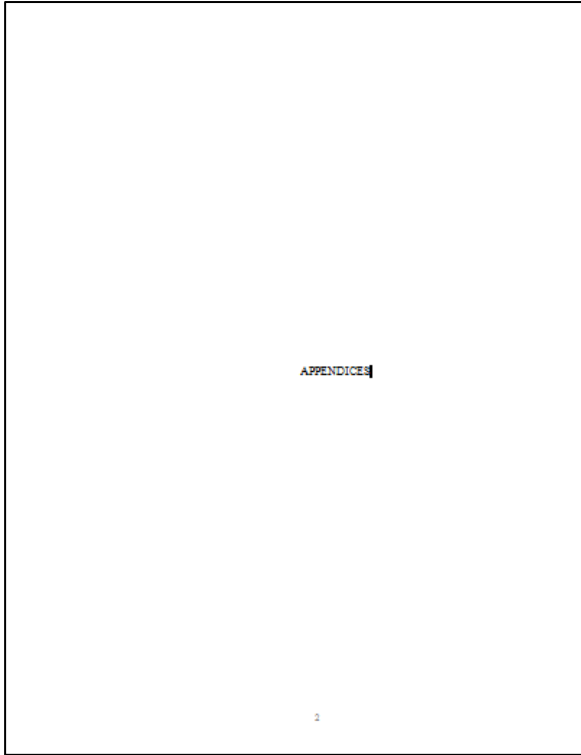
St. Elmo Episcopal Church was founded in 1896 as an Episcopalian Church. The change in the demographics of the neighborhood led to the desertion of the church in 1968 by the then white congregation. In 1961, the building was purchased by Rev. Amos Proper from the Episcopalian church for the minimal charge of \$1. Although the church was re-commissioned as a Baptist Church, it was decided by the congregation to keep the original name of the church as it had become a recognizable name in the neighborhood. In 1992, Rev. Proper retired and was replaced by Rev. Dr. Sidney Lumpet, who is currently the pastor of the church.

The church currently has 47 members, although as many as 100 may attend Sunday services. The demographics of the community are 80% African American, 10% Hispanic, 4% Iranian Muslim and 1% white. In 1998, the congregation determined that the large social space in the basement of the church was more than sufficient for the needs of the church and it was decided to open that space as a community center for the entire community. It soon became clear that the community needed a youth center where youth could gather and take part in positive activities. The youth center was opened in May 1999 and soon proved to be a great success. Ironically, the success of the center caused members of the church to become anxious, as the Youth Center included all youth, Christian and non-Christian and it was clear that no attempt would be made to

1

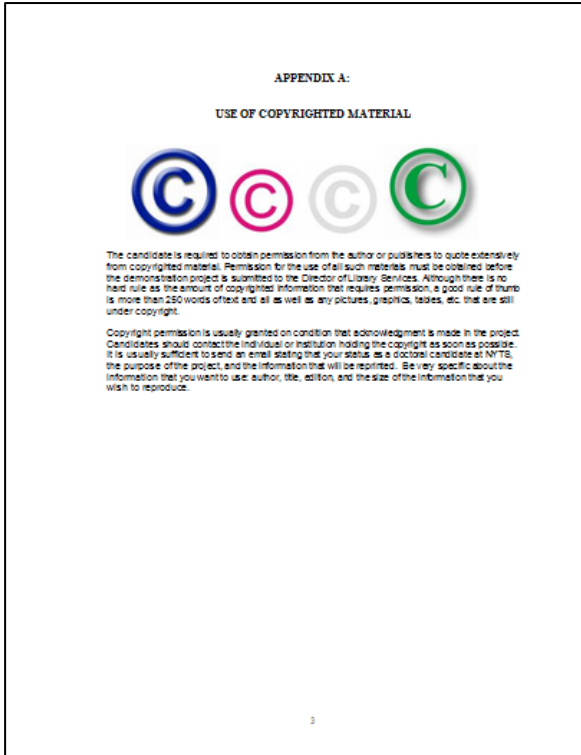
**First Page of Text**

- Top margin should be set at 2".
- Type "INTRODUCTION" if you are beginning with an introduction or "CHAPTER X" where X is the chapter number if you are beginning with a Chapter.
- Double-space twice. Begin typing the double-spaced text, indented at the beginning of each paragraph.
- **Do not put two double spaces between paragraphs.**
- Begin re-counting pages at 1 and display the pages as Arabic numerals (1, 2, 3, etc.) at the bottom of the page.
- The first page of all subsequent chapters will take this format and begin with a top margin of 2".
- Subsequent pages will have a top margin=1".



**Appendix Cover Sheet**

- **Optional:** A cover sheet separates reference material from the text material
- Type "APPENDIX" or "APPENDICES" centered, top to bottom, on the page.
- **Optional:** The appendices may be divided into APPENDIX A, APPENDIX B, etc. depending on the type and amount of material used.
- Each appendix may have its own cover sheet (optional). For secondary cover sheets, type APPENDIX A (etc.) centered 1" (25.4 mm) from the top of the page.
- Double-space twice and type the title.



**Appendix Text**

- APPENDIX A (etc.) centered 1" (25.4 mm) from the top of the page.
- Double-space twice and type the title.
- Double space and begin text or input graphic.

#### BIBLIOGRAPHY

- Barth, Karl. *Church Dogmatics*, vol. IV, 4. *The Doctrine of Reconciliation*. Trans. G.W. Bromley. Ed. G.W. Bromley and T.E. Torrance. Edinburgh, Scotland: T & T Clark, 1956.
- Irvin, Dale T. "The Terms of History and the Memory of Redemption: Engaging the Ambiguities of the Christian Past." In *Surviving Terror: Hope and Justice in a World of Violence*. Ed. Victoria L. Erikson and Michelle Lim Jones. Grand Rapids, Michigan: Brazos Press, 2002.
- \_\_\_\_\_. "Towering Figures and Stirring Words: Reflections on the Lectionary Readings for August 2005." *Living Pages* 14, no. 3 (July 2005): 28-32. *ATLA Religion Database with ATLA Serials, EBSCOhost* (accessed July 22, 2009).
- Migliore, Daniel L. *Faith Seeking Understanding: An Introduction to Christian Theology*. Grand Rapids, Michigan: William B. Eerdmans Publishing Company, 1991.
- Modman, Morgan. *The Crucified God*. Minneapolis, Minnesota: Fortress Press, 1993.
- \_\_\_\_\_. *Theology of Hope*. Trans. James W. Leitch. Minneapolis, Minnesota: Fortress Press, 1993.
- New York Theological Seminary. "Resources on the Web." <http://www.nyts.edu/resources-on-the-web> (accessed November 12, 2003).
- Ruiz, Lester Edwin J. "Culture, Politics, and the Sense of the Ethical: Challenges for Normative International Relations." In *Principled World Politics: The Challenge of Normative International Relations*. Ed. Lester Edwin J. Ruiz and Paul Wapner. Lanham, Maryland: Rowman & Littlefield Publishers.

4

#### Bibliography Entries

- Type the heading "BIBLIOGRAPHY" centered 1" (25.4 mm) from the top of the page.
- Double-space twice. Type the list of sources.
- The list of sources is single-spaced within, and double-spaced between, entries.
- Entries should be formatted with a hanging indent. (The first line is flush left and subsequent lines are indented .5 inches from the left.)

**Table 2 – Summary of Table of Contents**

<b>Preliminary Pages</b>	<b>Listed in Table of Contents</b>
Title Page	No
Abstract	No
Copyright Notice	No
Dedication	No
Acknowledgments	No
Preface	No
Table of Contents (if appropriate)	No
List of Tables (if appropriate)	Yes
List of Figures	Yes
Key to Symbols or Abbreviations	Yes
<b>Text</b>	
Introduction	Yes
Body of Thesis/Dissertation	Yes
<b>Reference Pages</b>	
Cover Sheets for Appendices	No
Appendices	Yes
Cover Sheets for Bibliography	No
Bibliography	Yes

**List of Tables**

- Type “LIST OF TABLES” centered 1” (25.4 mm) from the top of the page.
- Double-space twice and type the listings, which begin at the left margin.
- The List of Tables uses the captions as they appear above the tables in the text.
- Double-space between each listing.
- All material must indicate corresponding page numbers.

**List of Figures**

- Type “LIST OF FIGURES” centered 1” (25.4 mm) from the top of the page.
- Double-space twice. Type the listings.
- The List of Figures uses the captions as they appear below the figures in the text.
- Double-space between each listing.
- All material must indicate corresponding page numbers.

**Key to Symbols or Abbreviations** must comply with margin and font requirements.

## Tables and Figures

### Captions for Tables and Figures

- Every table and figure must bear a table or figure number and caption.
- The captions as they appear with the tables and figures must be identical in every way with their listing in the preliminary pages.
- If the caption is too long to be placed below the figure, a facing page may be inserted.

### Preparation of Tables and Figures

- All photographs and other graphic information should be scanned into the document.
- Tables and figures must be of professional quality.
- Diagrams, drawings, figures, etc. must be clear and large enough to be easily readable.
- Large tables or figures must be reduced to standard 8.5"x 11" (215.9 x 279.4 mm) size.
- All tables and figures, including the caption, must meet margin and font requirements.

### Placement of Tables and Figures

- Tables and figures are inserted as near as possible to the text they illustrate or may be placed in the appendices.
- Tables and figures may appear on the same page with text and two or more small tables or figures may be placed together on a single page, providing that margin requirements are met.
- Wide tables or figures may be placed landscape/broadside providing that margin requirements are met.
- **Page numbers for landscape/broadside tables or figures must be placed at the 8.5" (215.9 mm) bottom of the page rather than the 11" (279.4 mm) side.**

### Numbering of Tables and Figures

- Tables/figures are numbered in separate series.
- Each series is numbered consecutively. For example:  
Figure 16      Figure 17  
Table 16      Table 17
- If any table continues onto subsequent pages, the caption is not repeated and the top line should read:  
Table 16 (cont'd).
- The page on which the table/figure appears is numbered consecutively with the main text and appears in the List of Tables or List of Figures.

### Citations of Tables and Figures

- When making reference to a table/figure in the body of the text, the full word and number should be used, thus:  
Figure 53      Table 26

## **Final Submission UMI and Demonstration Packet**

### **University Microfilm's International (UMI) Dissertation Services**

New York Theological Seminary's Doctor of Ministry Demonstration Projects are sent to Proquest/UMI Dissertation Services in Digital form and entries are included in Dissertation Abstracts. For additional information about the archival services of UMI, visit their web site: <http://www.umi.com/>.

### **Demonstration Project Submission Packet**

The demonstration project submission packet will be provided by the Director of Library Services. The packet includes the following: UMI/Proquest Thesis/Dissertation Agreement form, Color Images form, and the Use of Reprints form.

The following materials must be presented to the Director of Library Services at the time the demonstration project is submitted:

### **PDF file of Entire Project**

- Must be prepared in accordance with the specifications in this guidebook.
- Changes, corrections, or additions suggested by the faculty readers are to be incorporated before submission to the Director of Library Services.

### **Demonstration Project Agreement Form**

- This form is found in the booklet *Publishing Your Dissertation* provided by UMI and found in the packet of forms. (Your name on this form, the bookplate and the title page should be exactly the same).

### **Application for Copyright**

- **(Optional):** Candidates should give careful consideration to the desirability of registering the copyright. By Copyright law, the production of a new work is automatically protected under law. The registration for copyright only makes it easier to prove should a case of copyright infringement ever come to the court.
- If the candidate intends to register, he/she has the option of signing the copyright application included on the UMI Agreement Form, or obtaining copyright through the U.S. Copyright Office:  
U.S. Copyright Office  
Register of Copy  
Library of Congress  
Washington, DC 20559  
202-707-8250
- A copyright notice must be inserted immediately following the abstract.

### **Fee**

- Fee for submitting a demonstration project is due when the final PDF of the project is presented to the Director of Library Services. The fee in the form of a U.S. check or money order payable to: New York Theological Seminary
- Consult the Director for Library Services for current fees for demonstration projects and copyright fees.
- *No cash or credit cards will be accepted* for payment of charges.
- A check or money order from a U.S. bank *is* acceptable.
- The Seminary reserves the right to place a hold on the issuance of any candidate's diploma due to bad checks.

### **Additional Abstract**

- Along with the PDF file, the candidate must submit a separate abstract with a maximum size of 350 words in a word processing format to the Director of Library Services for inclusion in *Dissertation Abstracts International* published by UMI
- The format of the additional abstract should be identical to that of the original abstract.

## Creating a PDF File

The extension PDF means Portable Document Format, and documents of any type can be saved in this format. The process involves creating a print image of the document and then saving that print image to a file on your hard drive. Once complete and approved, all projects will be provided to the Director of Library Services on memory sticks or CD's in PDF format. The document can still be created in section, as long as the pagination works throughout all parts of the project. The creation of a PDF file is a simple process that requires a PDF print driver.

An editor of your project should be informed at the beginning that the entire document, including appendices must be formatted as a single PDF file.

Unless you have Adobe Acrobat Professional software you will not be able to merge or modify your PDF file. One workaround is to download Pdf995, a free PDF conversion software, from the Internet and install it on your computer.

PDF995 can be downloaded free of charge from [www.pdf995.com](http://www.pdf995.com). You will want to download and install the following print driver and conversion programs on your computer:

<b>Pdf995 2-Step Download</b>	
<b>Pdf995 Printer Driver</b> Version 9.2	<a href="#">Download</a> 2.5 MB
<b>Free Converter • Version 1.3</b>	<a href="#">Download</a> 9.1 MB
Consists of both the printer driver and a free Converter.	

Click on the Download buttons and continue following the prompts to install the software on your system. After installation you will be aware of a new printer called PDF995. When you send documents to this printer, it will convert them to PDF form and save them to the hard drive of your computer.

### Converting the file

1. Send your Document to Print
2. Under **Name:** Select the PDF995 printer (or any other pdf printer).
3. After conversion, (and this may take a couple of minutes) type in the file name.

If your project exists on multiple files, you will need to create a PDF file from each and then merge them together. To merge the files, you will need another free file called PdfEdit995. With this software you can merge multiple PDF files into one.

<b>PdfEdit995</b> Version 9.3	<a href="#">Download</a>
with advanced support for combining and extracting PDF pages	

The free copy may be extremely frustrating as it brings up the sponsor advertisement screen each time that you use it. If you wish to remove the advertising screen, you need to register the software for \$19.95.

The Director of Library services will be happy to help you with the process.

## How to Avoid Delays

The Seminary accepts over twenty Demonstration Projects each year. The Director for Library Services reviews each document for correct formatting, pagination and citation usage. A single document can take over an hour to process, depending on the size and number of errors encountered. The following are suggestions to avoid delays:

- **Guidebook**  
Become familiar with the current *Formatting Guide* and keep it continually reference it as you write your project.
- **Deadlines**  
Check the Office of the Registrar Enrollment and Registration Calendar or contact the Office of the Doctor of Ministry Program for the deadline date for submitting your Demonstration Project.
- **Preliminary Copy**  
It is strongly suggested that a preliminary copy (on printer paper) of the demonstration project be reviewed before producing the final PDF file. Candidates should make an appointment as with the Director of Library Services as soon after the acceptance of the project as possible.
- **Final Copy**  
Incorporate necessary corrections and produce a printed copy on white paper for the DMin Director.  
PDF copy following the instructions of the *Formatting Guide*. A candidate will not graduate until he or she has had this file approved by the Director of Library Services.
- **Conversion to PDF**  
After the changes are approved to your project and it has been approved by the Director of Library Services, convert your file to PDF format as soon as possible so that the Director will have time to examine it.
- **Supporting Paperwork**  
Bring the supporting paperwork and a check or money order made out to New York Theological Seminary to the Director of Library Services.

## Some Common Mistakes

- UMI Demonstration Project Agreement Form not completed
- Project not converted to a PDF file or not provided to Director of Library Services.
- Footnotes and/or Bibliography has errors.
- Inappropriate formatting, including font size and type.
- Permission for Use of Reprints was granted or the form was never handed in.
- Margin requirements are not met throughout entire demonstration project manuscript.
- Type of payment unacceptable – only cash or money order accepted.
- Page Numbering in an inappropriate size or type or out of order.
- Additional Abstract not provided
- PDF file was not created correctly or given to the Director of Library Services

## **DEGREE COMPLETION**

### **Responsibility of the Candidate**

- Inform the Office of the Doctor of Ministry Program *in writing* by December 15 of the year prior to the anticipated graduation that he or she intends to graduate in May. A written acknowledgement from the Office of the Doctor of Ministry Program will be issued thereafter.
  - The written acknowledgement shall indicate what remaining program requirements shall be met, including, financial obligations to the Seminary. Consult the “D.Min. Candidate Handbook” for details of these requirements.
- Obtain a demonstration project submission packet from the Director of Library Services prior to submitting the Demonstration Project.
- Schedule and pass the demonstration project oral presentation.
- Verify deadline dates for the semester through one of the following:
  - Registrar’s Office
  - Seminary Calendar
  - NYTS web site at <http://nyts.edu>
  - Office of the Doctor of Ministry Program
- Submit two copies of the final, advisor-approved unbound copy of the project to the Office of the Doctor of Ministry Program on or before February 1.

### **Once the demonstration project is approved by the Seminary’s faculty readers:**

- Schedule and pass the demonstration project oral presentation no later than April 22.
  - Candidates must be officially enrolled as continuing candidates in order to be eligible for completion of the demonstration project.
- Provide the Director of Library Services with a PDF version of your project on memory stick or CD

### **Responsibility of the Seminary**

- Review and approve the advisor-approved demonstration project by March 1
- Accept final, flawless PDF version of the project.

### **Responsibility of the Director of the Doctor of Ministry Program**

- Certify that the candidate is eligible for graduation.
- Ensure that all graduation requirements have been satisfied, and inform the candidate accordingly.

### **Responsibility of the Director of Library Services**

- Provide packet of all necessary forms.
- Review the final copy of the demonstration project and ensures that it meets all the requirements of this manual.
- Receive the final PDF file of the Demonstration Project
- Certify that the candidate has complied with all the requirements for the submission of the Demonstration Project.

## APPENDIX A: USE OF COPYRIGHTED MATERIAL

The candidate is required to obtain permission from the author or publishers to quote extensively from copyrighted material. Permission for the use of all such materials must be obtained before the demonstration project is submitted to the Director of Library Services. Although there is no hard rule as the amount of copyrighted information that requires permission, a good rule of thumb is more than 250 words of text and all as well as any pictures, graphics, tables, etc. that are still under copyright.

Copyright permission is usually granted on condition that acknowledgment is made in the project. Candidates should contact the individual or institution holding the copyright as soon as possible. It is usually sufficient to send an email stating that your status as a doctoral candidate at NYTS, the purpose of the project, and the information that will be reprinted. Be very specific about the information that you want to use: author, title, edition, and the size of the information that you wish to reproduce.

*UMI Dissertation Services (UMI)* requires each candidate to certify (by signing the Microfilm Agreement Form) that any extensive use of copyrighted material in the manuscript has the written permission of the copyright owner, and to "save and hold harmless" UMI from any damages which may arise from copyright violations. **All written permissions must be attached to the agreement form and submitted along with other required material at the time of the submission of the Demonstration Project to the Seminary.**

### Permission to use subject information

Candidates should be advised that subjects of the project must be made aware of and agree to the inclusion of personal information in the project, especially if the information is acquired from a minor or is extremely sensitive in nature. Although NYTS has no formal review process, candidates have a moral duty to protect sensitive information and the individuals who provide it. The consent form usually covers the following areas: **Name of the Researcher; Title of Project; Description of Project; Risks and Benefits; Time Commitment; Confidentiality Right to Withdraw; Statement of Consent.** The following could easily be included in an email:

**DMin Candidate:** John Doe

You will be a subject in a DMin Project entitled Mapping Library Resources about the development of Library Services in seminaries. The project will take 6 months to complete and the results of the study will be shared with you and should provide you with information about general reading habits.

During the project, you will participate in a series of five interviews of 20 minutes each. Your name will not be included on any documents, your participation in this study is entirely voluntary, and you may choose not to participate at any time.

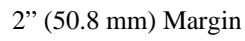
By signing this consent form you agree to participate in the project.

Signature	Date
Signature of parent or guardian: (If minors are involved)	Date

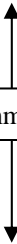
For any further information contact John Doe at 475 Riverside Drive, New York, NY 10115 (tel) 212-870-1211, email: [jdoe@nyts.edu](mailto:jdoe@nyts.edu)



**APPENDIX D:  
SAMPLE DEMONSTRATION PROJECT**



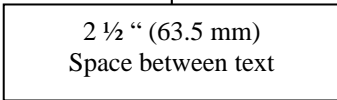
2" (50.8 mm) Margin



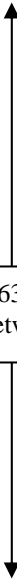
THE THEOLOGICAL AND POLITICAL SIGNIFICANCE OF THE DECLARATION  
OF BARMEN FOR THE STRUGGLE AGAINST U.S. EMPIRE

By

Andres Malaya Bonifacio



2 ½" (63.5 mm)  
Space between text



A DEMONSTRATION PROJECT

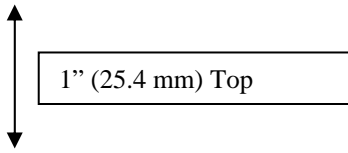
Submitted to  
New York Theological Seminary  
in partial fulfillment of the requirements  
for the degree of

DOCTOR OF MINISTRY

Mahwah, New Jersey

2005

Copyright by  
ANDRES MALAYA BONIFACIO  
2010



1" (25.4 mm) Top

ABSTRACT

Text is in 12 point Times New Roman

CAL AND POLITICAL SIGNIFICANCE OF THE DECLARATION OF BARMEN FOR THE STRUGGLE AGAINST U.S. EMPIRE

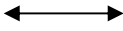
By

Andres Malaya Bonifacio

This handbook sets forth the thesis and dissertation requirements established by New York Theological Seminary. The graduate candidate has a responsibility to learn what, if any, additional requirements may apply. The demonstration project should be prepared in accordance with the instructions of this handbook.

Any proposed deviation from the guidelines in this handbook must be referred to the Office of the Doctor of Ministry Program for approval before the demonstration project is completed in final form.

1.0" (25.4 mm) margin



1.5" (38.1 mm) margin



The rules in this 2006-2007 Formatting Guide take precedence over previous publications issued by the Graduate School. If you have any questions about this guide, please contact the director of Library Services.

To my mother, Plandonia Bonifacio who taught me that wisdom was knowing what you could not do and art was the ability to make it look like you did.

## ACKNOWLEDGMENTS

I want to acknowledge my advisor, Jason Snood, without whom I would never have had the courage to complete this project. I also wish to thank the members of my site team: Thelma Grumbeck, Theodore Troardle, Jean Pulchunk and Reverend Luella Mortica, my dear pastor and friend.

I would be remiss not to mention my editor, Steve Turts, who made me look smarter than I am and my dear wife Elmira Bonifacio who continually reminded me that I was not as smart as I pretend to be.

But most of all I would like to acknowledge God by whom and for whom all things are created, including this poor offering.

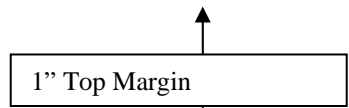


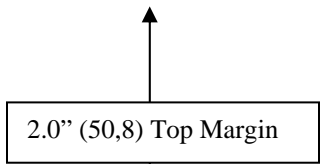
TABLE OF CONTENTS

INTRODUCTION .....1

CHAPTER 1: I WAS BORN .....1

APPENDICES .....20

BIBLIOGRAPHY .....31



CHAPTER 1<sup>2</sup>

I WAS BORN

I was raised in a small farming community in West Texas. My grandparents and parents were farmers and ranchers who embodied a profound Christian faith, one that focused on living life fully and well. The main point of their daily prayers was an invocation to be mindful of the needs of other people. When I returned home each year, I was eager to see what avenues of service were central in their lives.

When I was ten years old, my father died in a horrible accident that left our family

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Margin

ly scarred. Yet, this accident brought us together in ways that were un-

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Margin

younger sister, Joanna, put it very well, "Dad worked hard to care for this land. He lives with us for as long as we care for it."

I never imagined at that time that I would be attending a seminary, and certainly not in New York City. I assumed that I would continue working on the farm and that I would marry and become a part of that community. New York City was one of those places that we talked about in hushed tones, as if it might materialize if we spoke too loudly. But it did materialize and in a way that I could not envision. My interest in social justice made NYTS the ideal place to do my work, surrounded by men and women who saw the ministry as part of God's plan to bring the Kingdom of God into being.

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<sup>2</sup> The first page of **every** chapter has a top margin of 2". For reference, see Kate Turabian, *Manual for Writers*, 6th ed. (Chicago: University of Chicago, 2007).

Page number is 0.5" (12.7 mm) from bottom edge of paper.

## APPENDICES

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Bhaba

When a bibliography cites more than one book by the same author, the author's name appears only in the first entry. In subsequent entries by the same author, the author's name is replaced by 8 underline spaces.

Irvin, Dale T. "The Terror of History and the Memory of Redemption: Engaging the Ambiguities of the Christian Past." In *Surviving Terror: Hope and Justice in a World of Violence*. Ed. Victoria L. Erikson and Michelle Lim Jones. Grand Rapids, Michigan: Brazos Press, 2002.

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