**Keller Library Thesis Guidelines**

These guidelines address matters of durability and legibility for all theses, regardless of the degree for which the thesis is submitted. They are *supplementary* to any requirements regarding form and content issued by the faculty.

**Copies.** The Library requires that two complete copies of each thesis be submitted (one for the Seminary Archives and one for the circulation collection). These copies will be delivered by the Registrar after the thesis has been fully approved, with no further edits, and with all necessary signatures. Signatures should be made in black ink.

**Paper.** All paper must be 8.5 x 11 inches, white, unpunched bond. Library copies must be printed on 20-pound, 100% rag paper, identifiable by watermark. No corrections or edits may be made to library copies. Library copies must be single-sided, reader copies may be double-sided.

**Type.** For the body of the text, including quotations, headings, and title pages, type must be 12-point Times New Roman (or other similar font). Footnotes must be in 10-point font. Appropriate fonts for non-Latin characters (including Greek, Hebrew, Coptic, Syriac, Russian, etc.) are acceptable. Contrasting fonts for special purposes may be used only with permission.

**Format.** The left margin must be 1 ½ inches; all other margins must be at least 1 inch. Text must be double spaced; footnotes should be single spaced. The body text should be justified. Chapter titles should be centered. Block quotations should be used for quotations 5 lines or longer, and should be indented 1 inch as a new paragraph from the left and single spaced.

**Pagination.** Page numbers should be centered below the body text and footnotes and conform to body text guidelines in font and size. The body text and footnotes of the thesis, together with appendices, bibliographies, indices, etc., must be numbered with a single sequence of Arabic numerals. Sections preceding the main text must be paginated in lower-case Roman numerals.

**Footnotes**. Footnotes should be separated from the text by a 2 to 3 inch left-justified line and must be numbered consecutively through each chapter and begin at the bottom of the page on which the reference is found, continuing if necessary to the bottom of the following page. Endnotes (in lieu of footnotes) are not acceptable. Biblical citations may be made after referencing the passage and should be placed in parentheses. E.g. “Be imitators of me, as I am of Christ.” (1 Cor 11:1) or (1 Corinthians 11:1).

**Order of Elements.** (*items marked \* are mandatory*)1. \*Signed acceptance sheet (for archival copy)
2. \*Title page
3. \*Abstract (no more than one page)
4. \*Table of contents
5. Preface
6. \*Text (divided into at least three chapters or sections)
7. Appendices
8. \*Bibliography
9. Indices
10. Curriculum Vitae