

UNIVERSITY OF SAINT MARY OF THE LAKE

Doctor of Sacred Theology

Dissertation Handbook

Approved by the Ecclesiastical Faculty of Theology
First Edition
January 2011

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I. INTRODUCTION

This handbook is written for you, a student in the process of writing a doctoral dissertation in partial fulfillment of the requirements for the Doctor of Sacred Theology degree from The University of Saint Mary of the Lake. It is the official guide to university requirements governing the preparation and submission of your dissertation.

All USML doctoral degree candidates are required to:

1. submit the final, approved dissertation to the Registrar in the Office of the Academic Dean; and
2. to publish the approved dissertation through ProQuest UMI Dissertation Publishing (<http://www.proquest.com/en-US/products/dissertations/>).

Your dissertation is an important university document, both academically and for you personally. For this reason we expect you to exercise the utmost care in the preparation of the final manuscript for submission and we commit ourselves to processing the document for publication, binding, and archiving expeditiously and with respect for the work you have done.

In order to assure that dissertation manuscripts from The University of Saint Mary of the Lake reflect the importance we place on them, we require that you follow strict formatting and submission guidelines. By following them, you can be assured of encountering no problems in the publication process with ProQuest. Since you are personally and ultimately responsible for following the guidelines and instructions in this handbook, you are required to read it completely and carefully. We encourage faculty and staff to familiarize themselves with the contents of the handbook, since they are often asked to advise students in the preparation of the manuscripts.

With the development of new binding and publishing technologies and revised university policies, the guidelines for the preparation and submission of manuscripts may change from year to year. We therefore advise against referring to previous editions of the handbook, or using a previously submitted and published manuscript as a guide for format or layout. If your research extends over several years, we also ask that you request a current version of the handbook from the Office of the Academic Dean or access a current version on the Web at <http://www.usml.edu> prior to preparing your final manuscript.¹

¹ The "Introduction" and some of the content of the handbook have been adapted from the Catholic University of America *Doctoral Dissertation Handbook*, <http://graduatestudies.cua.edu/res/docs/Doctoral-Dissertation-Handbook-rev-2009.pdf> (Accessed 3 December 2010).

II. THE DISSERTATION PROPOSAL

The doctoral dissertation is a “major original research work” in one of the areas of concentration. The topic must be approved by the Graduate Board of the Ecclesiastical Faculty.² To meet this requirement, you must prepare a Dissertation Proposal, including all the components of the outline below. The outline will guide you to consider all aspects of your project, and assist you in reaching a successful completion of the project. If you cannot do this exercise, it is unlikely that you will be able to finish the dissertation.

Doctoral students are required to obtain a copy of the most recent edition of *The Craft of Research*, by Wayne C. Booth, et al. (Chicago: University of Chicago Press), to guide research, thesis development, and composition of the dissertation. Copies are available in the Library and in the Regina Cleri Bookstore.

The Literature Review

To develop your proposal, you will begin with a review of the literature. You may have a general idea of your topic, but the very act of reading the relevant literature will help you refine it, narrow it and, most importantly, test to see if there is actually the material necessary to reach your goal.

Reading the literature helps answer the other points of the outline. Perhaps you will find a gap in the secondary literature that your thesis could fill. Or you may have found a slightly different way of looking at a problem. Or you might just be organizing material that has never been brought together before. Either way, this is how you will discover your original contribution, which tells the reader why your dissertation is important.

The Claim

Remember that a dissertation is first of all a **claim**. Claims have to be proven. In this project you will begin by making a claim and then spend 150 - 400 pages proving to the reader that you are right. This is **not** a big term paper; term papers tell us what others think. In a dissertation you must put forward **your** thinking on a narrow and disputed question, offer the reader a claim that advances understanding and then prove that you are warranted in making the claim.

The Proposal Outline

The outline contains the following elements:

- I. The dissertation title
- II. Presentation of the topic

² See the current edition of the University of Saint Mary of the Lake *Bulletin of the Ecclesiastical Faculty of Theology* for more information.

- III. Why this thesis is important
- IV. Method
- V. Assumptions of this study
- VI. Obstacles to such a study
- VII. Review of the literature (this is the heart of the matter for the proposal and will be the biggest section in the proposal document. You will be able to transplant much of this material into your dissertation in the various chapters).
- VIII. Outline of the chapters
- IX. Bibliography Be as complete as possible.

- Numbers IV - VI in the outline are the foundation you need to make your argument.
- Number VIII, the outline of the chapters, is a road map for how you will employ IV (method)-V (assumptions) when you actually write the thesis.
- After completing these elements of the outline, you can compose Numbers I (title), II (presentation of the topic), and III (importance of the thesis).

By following the outline, you will create an excellent proposal for the Graduate Board and be well on the way to the completion of the dissertation.

You should think of the proposal as a micro-dissertation. In other words, don't worry about it being too long. All of the work you do here will be deployed in some way into your dissertation. Obviously, the Review of the Literature and the Bibliography will be the largest sections of the proposal.

III. DOCTORAL COLLOQUIUM

The Doctoral Colloquium is one of the features of the doctoral-level theological studies at the Ecclesiastical Faculty of Theology. Its purpose is to provide a community of scholarship which accompanies the scholar in his or her research work. All doctoral scholars resident on campus or in the local area are required to attend the quarterly colloquia and make at least one presentation. Faculty members are invited to participate; however, colloquia are normally not open to other students or guests.

The form of the colloquium is as follows:

- The presenter makes a 15-20 minute presentation on the current state of his/her research project. (This is a similar exercise to the doctoral lecture that the candidate would give at the solemn defense).
- The presenter is expected to:
 - state his or her thesis (the problem to be solved the argument being made),
 - briefly describe the scientific method for proving the thesis,
 - present his or her research findings thus far, and
 - conclude with a short discussion of what obstacles were encountered, or what research remains to be done to bring the project to completion.
- After each presentation, there will be open discussion among the faculty and third-cycle scholars present. The presenter and his or her director should note suggestions or critiques and discuss them in their next supervision.

IV. WRITING YOUR DISSERTATION

Style

- Follow instructions in this handbook for formatting pages, title pages, and front matter.
- Follow instructions in the *USML Writers Manual* (found at <http://www.usml.edu/FMLibrary>) for formatting citations, footnotes, endnotes, and bibliography entries.
- Use Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* (Chicago: University of Chicago Press, most recent edition) [hereafter referred to as *Turabian*] for guidance in areas that are not covered by this handbook and the *Writers Manual*.
- Consult *The Chicago Manual of Style* (Chicago: University of Chicago Press, most recent edition) [hereafter *The Chicago Manual*] for all questions that are not covered by this handbook, the *Writers Manual*, or *Turabian*.

You should purchase a copy of *Turabian* to have on hand as you write and format your dissertation. These reference works are available in the Library and are usually available at the Regina Cleri Bookstore and many other bookstores.

The Writing Center

- The USML Writing Center <http://semweb/fml/write.htm>, located in the Feehan Memorial Library, provides support services to students at all stages of the writing process, from research through final submission.
- Make an appointment via e-mail at lolley@usml.edu, or call 847-970-4833.

Copyright

- Consult “Copyright Law and Graduate Research” (http://www.umi.com/products_umi/dissertations/copyright) for extensive information about copyright and copyright registration.
- As author, you have copyright privileges immediately upon creation of your dissertation, whether or not you register your copyright with the U.S. Copyright Office in the Library of Congress.
- If you choose to register your copyright you may do so either through ProQuest when you publish your dissertation, or directly with the Library of Congress Copyright Office <http://www.copyright.gov/>.

V. THE ELEMENTS OF YOUR DISSERTATION

Preliminary Pages

See the Pagination section for order and numbering of all pages.

- Title Page
 - The title page must follow exactly the formatting examples given in the Appendix.
 - The dissertation title must be exactly the same one as submitted on your dissertation proposal.
 - Use word substitutes for formulas, symbols, superscripts, Greek letter, or other nonalphabetical symbols in the title.
 - You must use your “name of record” on the title page. This is your official name, as recorded by the USML Registrar. If this name uses titles or suffixes, include them. However, you may not include job titles or organizational affiliations (your diocese, your employer, etc.).
 - The date on the title page of your dissertation is the month and year in which you graduate.

- Abstract Page
 - Write an abstract of your dissertation, not to exceed 350 words (do not count the title, your name or the thesis director’s name in the count).
 - The abstract should include:
 - A statement of the problem
 - A description of the research procedure or method
 - An explanation of the results of the research
 - A summary of your conclusions
 - The abstract page must follow exactly the formatting example given in the Appendix.
 - The abstract cannot contain special characters or any text written in a nonroman alphabet.

If your abstract exceeds 350 words, ProQuest will either return the abstract to you for shortening or edit it without consulting you. Count articles, conjunctions, abbreviations, etc., as single words. Since the abstract is an important summary of your work and is the basis upon which scholars may decide to read the entire dissertation, you should exercise great care in preparing the text. When placing your name of record at the top of the abstract include the abbreviation of the degree you will receive upon graduating immediately after your name.

For further information on the abstract, see the ProQuest publication “Publishing Your Dissertation,” available from the Library Director.

- Copyright Page (optional)
 - If you choose to include a copyright page, follow the example in the Appendix.
- Certification (Signature) Page
 - Prepare the certification page, following the formatting guidelines in the Appendix.
 - Print the page out on the same acid-free paper required for submission of your manuscript, and take it with you to your oral defense.

Your dissertation must have a certification page signed by your thesis director, the second reader, and the president of the Ecclesiastical Faculty. You are responsible for typing this page and obtaining the necessary signatures. Manuscripts that do not include a signed approval page cannot be accepted for deposit. Signature substitutions are unacceptable

If there are no major changes to be made to your dissertation, your director, second reader and Ecclesiastical Faculty president can sign the certification page at the end of your defense. Although the committee, following your defense, may ask you to make minor corrections to your dissertation, this usually does not prevent these individuals from signing the certification page. If this is not possible, please make arrangements to get the required signatures before submission.

- Imprimatur Page
 - The Registrar will prepare this page as a Word document, and send the page to you in digital format.
 - Cut and paste the page into the appropriate place in the digital copy of your dissertation.
- Optional Preliminary Pages
 - You may include additional pages, such as a dedication, an epigraph, a list of illustrations, and a preface, in the front matter of your dissertation.
 - A dedication acknowledges someone who has been especially important to you.
 - An epigraph is a quotation that establishes the theme of the paper.
 - If you have illustrations and/or tables, list them separately from the Table of Contents. Consult *Turabian*, "Appendix: Paper Format and Submission," for formatting instructions.
 - In a preface, you explain what motivated your study. You may also include acknowledgements, by which you thank mentors and colleagues that supported your research.

- Consult *Turabian*, “Appendix: Paper Format and Submission,” for formatting instructions for these and other optional front matter, such as the glossary, or abbreviation list.
- Refer to the Pagination section of this handbook for information on the order of appearance and pagination of these optional preliminaries.
- Table of Contents
 - Label the first page of the table of contents as *Contents*.
 - List in order the parts, chapters or other units of text, and then the elements of back matter (appendices, bibliography, etc.).
 - Do not include the pages that precede the table of contents (title page, copyright page, abstract, etc.).
 - Give page numbers only for the first page of each part.
 - Use the same numbering (arabic or lower-case roman) that appears on the pages themselves.
 - List page numbers along the right margin.

Body of Text

Consult *Turabian*, “Appendix: Paper Format and Submission” for sample pages of the elements listed below.

- Text
 - See Formatting Your Manuscript for information on preparing the text.
 - Begin to use arabic numerals for page numbering with the first page of the text.
 - Center the text of the label (e.g., *Introduction, Chapter 3, Part V*) on the first page of the section.
- Introduction (optional)
 - The introduction is the equivalent of a first chapter the dissertation, not part of the preliminary materials.
 - Label the first page of the introduction as *Introduction*.
- Parts
 - If your paper has parts, begin each part on a new page.
 - Label the first page of a part as *Part*, followed by a capital roman numeral (e.g., Part IV).
 - If the part has a title, enter a blank line between the *Part* label and then enter the title.
 - Enter two blank lines between the *Part* label (or the title, if used) and the first line of text

- Chapters
 - Begin each chapter (or part/chapter combination) on a new page.
 - Label each first chapter page as *Chapter*, followed by the arabic numeral (4) or spelled-out number (*Four*). If the first chapter page is the first page of a part, you may combine the information in one label, e.g., Part V: Chapter 1.
 - If the chapter has a title, enter a blank line between the *Chapter* label and then enter the title.
 - Enter two blank lines between the *Chapter* label (or the title, if used) and the first line of text.

- Footnotes
 - You must record your citations as footnotes; endnotes are not acceptable.
 - Number footnotes consecutively throughout the entire paper.
 - If you have more than 100 footnotes, number them by chapter, i.e., begin with “1” for the first footnote in each chapter.
 - Refer to the *USML Writers Manual*, or *Turabian* for notation and reference format.
 - Use a smaller font for notes than you use for the text.

Illustrative Materials

Illustrative materials include photographs, charts, graphs and tables, prints, maps, reproductions, renderings, hand-drawn items, etc. These may be black-and-white or color. Since these items may be reduced in size when reproduced by ProQuest, use only the highest-quality representations.

- You may create color tables, graphs, maps, and other illustrative material.
- If you are incorporating illustrations, e.g., photographs, line drawings, from other sources, scan the illustrations at a minimum of 600 dpi and insert them as objects in your manuscript at the appropriate place.
- You may include illustrative materials either in the body of the text or in the appendix.
- If you include illustrations in the text, insert the items as close as possible following their first reference in the text.
- If you include the illustrations in an appendix, precede each item with an explanation.
- Charts may be in color in the original manuscript, but make sure that they are understandable when reproduced in black and white.
- The ink used to print a color item must be permanent and stable, retain its brilliance, and not flake or brush off with age.
- If possible, reduce the over-sized items to 8.5 inches x 11 inches page size.

- If you must include special symbols or other hand-drawn elements in the text or as illustrative materials, use only high-quality waterproof black ink and render the hand-drawn elements as carefully, clearly, and neatly as possible.

End Matter

Every dissertation has a bibliography. There may be other optional end matter, such as an appendix or appendices, a glossary, a list of abbreviations (the glossary and abbreviations list may also appear with the preliminary pages) and addenda (nontext items such as tapes, CDs, etc.).

Consult *Turabian*, “Appendix: Paper Format and Submission” for examples of many of the elements listed below.

- Letters of Permission
 - If you use material that does not fall in the “fair use” category, you must request permission from the holder of the copyright to include the materials in your dissertation.
 - For information on “fair use” and an example of a letter requesting permission to use the material, see the Library Director.
 - Place the letters requesting permission in an Appendix. Do not number the pages.
 - List the letters in the appropriate place in the table of contents.
- Addenda
 - Addenda are items, e.g., CDs, which cannot be bound into your dissertation.
 - Place addenda designed for that type of material. Label the pockets clearly with the title of the dissertation, your name, a description of the contents of the pocket, and instructions for the use of the contents.
 - List the addenda, in the order of inclusion but unnumbered, in the table of contents.
- Bibliography
 - The bibliography is always the last section of the dissertation.
 - Format your bibliography according to the guidelines in the *USML Writers Manual* and *Turabian*.

VI. PREPARING YOUR MANUSCRIPT

Word Processing

- Use Word or WordPerfect.
- Proofread carefully; do not rely on the spell and grammar checks to catch all errors.

Printer

- Use a laser printer or high-quality inkjet printer.
- The original manuscript must be printed, not photocopied.
- Make all corrections prior to printing.

Font

- Choose one of these fonts: Times New Roman, Courier, Garamond, Palatino, or Century Schoolbook.
- Use 12-point font size for all text except footnotes.
- Use 10-point font size for the footnotes.
- You may use 14-point font size, or boldface, or a combination of the fonts listed above to highlight some text, e.g., Garamond 14-point bold for chapter headings, with 12-point Times New Roman for text.
- If you cannot print special characters (e.g., nonroman alphabets, accent marks), you may draw them carefully by hand in black ink on the printed manuscript.

Formatting Paragraphs

- Use left margin justification only.
- Do not produce pages with orphan and widow lines. A paragraph must have at least two lines on a page.
- Double space the text.
- Indent the first line of each paragraph.
- Do not separate paragraphs with additional space.

Paper

- Page size is 8.5 inches by 11 inches.
- Use white, non-textured paper.
- Minimum paper weight is 20 lb. bond.
- Minimum cotton/rag content is 25%.
- Paper must be labeled “acid-free” or “archival.”

Page Alignment

- Print on only one side of the paper.
- Use portrait orientation.

Margins

- Set left margin to 1.5 inches wide to allow for binding.
- Set top, bottom, and right hand margins to 1 inch wide.
- Page numbers are considered text and should not fall within the 1-inch margins.

Line Spacing

- Double-space the text uniformly throughout the manuscript, with the exception of footnotes, quotations, etc.
- Refer to the *USML Writers Manual* and *Turabian* for proper spacing instructions.

Page Numbering

- Every page of the manuscript following the title page, with the exception of the abstract, must carry a number.
- Preliminary pages should be numbered in lower case roman numerals (i, ii, iii, iv).
- Pages of the text and end matter (every page after the main text, including appendices and bibliography) should be numbered consecutively in arabic numerals (1,2,3).
- Do not accompany page numbers with any other symbols. Formats such as “Page 1,” “Page One,” “p. 1,” “-1-,” “7a, 7b, 7c” are not acceptable.

Page Number Placement

- Place all preliminary page numbers (i, ii, iii) at the center bottom of the page.
- In the body of the dissertation, place page numbers at the top right of the page.
- Place numbers for pages carrying a major heading, such as the first page of a chapter, or the first page of the bibliography, at the center bottom of the page.
- Place page numbers for end matter at the top right of the page.

Even if charts, illustrative materials, etc. are inserted in the manuscript in landscape format, the page numbers must appear on the page and be consistent with all other pages of text in portrait format. On rare occasions, it will not be possible to place a page number on an illustration, photograph, or other special insert. In this case, consider this page to have the next consecutive number, continuing the sequence on the following page.

Page Number Placement Illustration

Organize and number the pages of your manuscript as follows:

Page Title	Page Numbers	Page Number Placement
Title Page	No number	
Abstract	No number	
Copyright (optional)	No number	
Certification Page	ii	Center bottom
Imprimatur Page	iii	Center bottom
Preliminary Materials (in order) <ul style="list-style-type: none"> • Dedication (optional) • Epigraph (optional) • Table of Contents • List of Illustrations (if applicable) • List of Tables (if applicable) • List of Abbreviations (if applicable) • Glossary (if applicable) • Preface (optional) 	iv, v, etc.	Center bottom
Introduction (optional) (either as independent section or as first chapter)	1	Center bottom
Chapter/Major Heading first pages	2, 3, 4, etc.	Center bottom
Text	2, 3, 4, etc.	Right top
End matter <ul style="list-style-type: none"> • Appendix/Appendices (if applicable) • Glossary (if applicable) • List of Abbreviations (if applicable; alternately, may appear in preliminary materials) • Bibliography 	Continue consecutive roman numerals	Center bottom on first page of each section Right top for subsequent pages
Addenda (nontext materials, such as CDs, tapes, etc.)	No number	

Using An Independent Typist or Service

Discuss with the typist the following questions:

- May the draft manuscript be handwritten, or must it be typed?
- Is the typist familiar with foreign expressions, equations, formatting tables and charts, etc., that you use in the manuscript?
- Will you already have properly formatted the final draft, or is the typist responsible for following USML formatting guidelines?
- May the typist correct minor grammatical and spelling errors?
- Will the materials, word processing program, typeface style and size, the typist uses (paper, printer, etc.) conform to USML requirements?
- Will you or the typist supply the materials?
- Will the typist proofread the finished work? (Of course, it is your responsibility to do the final proofreading, but the typist should proofread for obvious typographical errors.)
- If the typist makes a mistake, will he or she retype the page without additional charge?
- If you have made a mistake, will the typist charge extra to correct the mistake?
- Will the typist edit the manuscript? If so, what will the editing cost?
- After agreeing with the typist on a deadline for completion of the manuscript, what will be the penalty for not meeting the deadline?

When dealing with typists or word processing agencies you should have an extra copy of the draft of your manuscript in the event of loss of or damage to the original draft.

Give the typist a copy of this handbook and get agreement that the typist understands and will follow the specifications herein.

VII. SUBMITTING THE FINAL MANUSCRIPT

Manuscript Review

- Five weeks your defense, make an appointment with the Library Director to preview your manuscript. Provide the Library Director with a reader's complete copy, either printed or digital, of the manuscript at least three days prior to the appointment.
- The Library Director will give your direction on any necessary changes to formatting of your manuscript.
- After your defense, obtain all required signatures for the Certification page, and make any changes to the manuscript required by your dissertation committee.

Submitting the Dissertation for Publication by ProQuest

After you have successfully passed your solemn public defense, and made the changes required by the doctoral defense board, you must submit your final dissertation manuscript online through ProQuest at <http://www.etdadmin.com/stmarylake>.

- Set up an account with ProQuest at <http://www.etdadmin.com/stmarylake>.
- Pay the required ProQuest fees.
- Submit your dissertation.
- The Registrar and Library Director review and approve each submission.
- If the dissertation does not meet the requirements in this handbook, the Registrar will not approve the submission, and graduation may be delayed.
- Once the Registrar approves the dissertation submission, ProQuest publishes the abstract of your dissertation in its Dissertations and Theses Database <http://www.proquest.com/en-US/catalogs/databases/detail/pgdt.shtml>.

The ProQuest ETD site has information and step-by-step instructions for each stage in the process. It will also inform you of fees that you will be required to pay to publish the dissertation, and the optional fees to have ProQuest register your copyright with the Library of Congress copyright office, and to have ProQuest print and bind additional copies of your dissertation. You will be able to complete this process in stages if you do not have all of the information available during your initial session, or if you need to make changes before the final submission. If you have questions or need assistance with the online submission process, please contact the Library Director.

You may embargo (delay publication of) the dissertation for up to two years if you choose; the abstract is published immediately upon approval.

Submitting the Dissertation to the Registrar

- Print five copies of the dissertation on the required paper: these will be deposited with the USML Library (2 copies), the Congregation of Catholic Education, the thesis director, and the Academic Dean's Office. You may use paper of lesser quality for the other copies, if you choose. The Regina Cleri

Bookstore, stationery and office supply stores, and copy shops carry the required paper. Deliver these copies unbound to the Registrar. The Library will arrange for hardcover binding of these copies.

- Insert the Certification page with original signatures in the proper place in the manuscript.
- Submit the required copies to the Registrar.

Personal Bound Copies of the Dissertation

- You may opt to purchase hard or soft cover copies from ProQuest, by placing the order during your submission process.
- You may print additional copies of your manuscript and arrange for binding from a commercial bindery. Contact the library for information on procedures and costs.

Publishing Your Dissertation With Another Publisher

If you also publish your dissertation with a publisher other than ProQuest after receiving your degree, you are expected to acknowledge in the publication that the paper was originally submitted in fulfillment of requirements for a graduate degree awarded by The University of Saint Mary of the Lake.

- ProQuest retains the exclusive right to reproduce and distribute dissertations in and from microform.
- ProQuest retains the nonexclusive right to reproduce and distribute dissertations in and from an electronic format.
- These rights do not prevent you as author from granting other publishing rights as you may choose.

VIII. DISSERTATION CHECKLIST

- Submit dissertation proposal.
- Present at a dissertation colloquium.
- Write the dissertation.
- Schedule the dissertation defense.
- 5 weeks prior to dissertation defense, submit the dissertation manuscript to the Library Director for review of formatting and content; make an appointment with the Library Director.
- Meet with the Library Director to review the manuscript within 3 days of submission.
- 30 days prior to the dissertation defense, distribute corrected copy of the manuscript to the thesis director and readers.
- Defend the dissertation.
- Make corrections, if required.
- Obtain the required signatures on 5 copies of the Certification page.
- Compile the manuscript, both print and electronic versions.
- 30 days prior to Commencement, submit 5 print copies of the completed dissertation to the Registrar.
- 30 days prior to Commencement, submit the electronic manuscript to ProQuest Dissertations Online through the ETD process.

Consult the most recent edition of the University of Saint Mary of the Lake/Mundelein Seminary *Bulletin of the Ecclesiastical Faculty of Theology*, for complete information on degree and graduation requirements.

Candidates for the STD through the Liturgical Institute should also consult the LI *Academic Programs* catalog for additional information and requirements.

Failure to fulfill any of the requirements by the date specified may result in a delay of graduation.

If you have any questions concerning the information or instructions in this handbook, please contact the Registrar or Library Director.

IX. APPENDIX—DOCTORAL DISSERTATION SAMPLE PAGES**General Instructions**

- Format the pages exactly as illustrated.
- Use the same font and font size as you use in the body of the text.
- Do not use bold typeface, or change the font size.
- Consult *Turabian*, “Appendix: Paper Format and Submission” for more complete instructions and sample pages not included here.

SAMPLE STD DISSERTATION TITLE PAGE

- Center text horizontally and vertically
-

UNIVERSITY OF SAINT MARY OF THE LAKE
MUNDELEIN SEMINARY

THE CHRISTOLOGY OF JOSEPH RATZINGER

A DISSERTATION SUBMITTED TO
THE ECCLESIASTICAL FACULTY OF THEOLOGY
IN CANDIDACY FOR THE DEGREE OF
DOCTOR OF SACRED THEOLOGY
DEPARTMENT OF SYSTEMATIC THEOLOGY

BY

REVEREND JOHN J. SMITH

MUNDELEIN, ILLINOIS

MAY 2008

SAMPLE STD DISSERTATION TITLE PAGE—LITURGICAL INSTITUTE

- Center text horizontally and vertically
-

UNIVERSITY OF SAINT MARY OF THE LAKE
MUNDELEIN SEMINARY

THE LITURGICAL THEOLOGY OF KEVIN IRWIN

A DISSERTATION SUBMITTED TO
THE ECCLESIASTICAL FACULTY OF THEOLOGY
IN CANDIDACY FOR THE DEGREE OF
DOCTOR OF SACRED THEOLOGY

THE LITURGICAL INSTITUTE

BY

THOMAS P. MEYER

MUNDELEIN, ILLINOIS

MAY 2008

SAMPLE DISSERTATION ABSTRACT

Used with permission from Rev. Michael J. K. Fuller, "Re-Reading the Saints: A New Hagiography of the Virgin Martyrs" (S.T.D. diss., University of Saint Mary of the Lake, 2009).

Re-Reading the Saints: A New Hagiography of the Virgin Martyrs

Reverend Michael J. K. Fuller, S.T.D.

Director: Reverend Lawrence Hennessey, S.T.L., Ph.D.

Today the "legends of the saints" are read simply as *legends*: false and incredulous tales from a superstitious time long ago abandoned. However, these stories were told, and retold, by preachers, parents, men and women, and held in esteem by the Church for over 15 centuries. There must be more to them than mere examples of simpler, more innocently pious times. This study attempts to provide a *method of reading* the old hagiographic tales of the early and medieval church. It is important to note that it does not try to recover how the ancients actually read these texts; rather, it tries to find a way to read these texts today, a way to recapture their hold on Christian imagination and edify modern and postmodern readers and believers. Ironically, such a method of reading was found through the application of the ancient practice of the *four senses of Scripture*. To demonstrate how this method of reading scripture could also be used to place the old legends of the saints into a broader context and to revivify them for modern readers, this study looks at a "test group" of saints known as the Virgin Martyrs.

SAMPLE COPYRIGHT PAGE (optional)

Copyright © 2008 by John J. Smith
All rights reserved

SAMPLE CERTIFICATION PAGE

CERTIFICATION

This certifies that the dissertation, *The Christology of Joseph Ratzinger*, submitted to the Ecclesiastical Faculty of Theology of the University of Saint Mary of the Lake/ Mundelein Seminary, which is a record of original research work conducted by Reverend John J. Smith, has been accepted in partial fulfillment of the requirements for the degree of Doctorate in Sacred Theology.

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Given at Chicago this nth day of [Month], [Year].

SAMPLE DEDICATION PAGE (optional)

To my parents
Frank and Mary Meyer

SAMPLE EPIGRAPH PAGE (optional)

What I've set down, I've discovered as I've
written. What remains to be written, I must
discover as I write.

--John Leax, *Grace is Where I Live*

SAMPLE PREFACE PAGE (optional)

Text is adapted from Thomas Bokenkotter, *Dynamic Catholicism* (New York: Doubleday, 1986), xiv.

Preface

In drawing up this account of Catholic doctrine since Vatican II, I have put particular emphasis on the historical dimension. As the bishops said at the Council, the Church was beginning the process of passing from a static to a dynamic view of reality as we have become aware of how history has affected the expression of our ideas and doctrine. Vatican II, in fact, manifested a great openness to the totality of Christian and human history. In the words of Cardinal Ratzinger, now Pope Benedict XVI, “Liturgical forms and customs, dogmatic formulations thought to have arisen with the apostles now appeared as products of complicated processes of growth within the womb of history.”¹ Hence I felt it necessary to give a detailed account of the historical genesis of the main doctrines and liturgical forms.

Thanks are due to many individuals who supported me in this project, and without whom this dissertation would never have reached completion. My director, Rev. John Lodge, was an unfailing source of wisdom and perspective. The Feehan Memorial Library staff worked tirelessly to obtain for me the resources on which I grounded my investigation. I owe my greatest debt of gratitude to Bishop Sean O’Malley, who supported my studies with great patience and generosity.

¹Joseph Ratzinger, *Theological Highlights of Vatican II* (Paramus, NJ: Paulist/Newman Press, 1966), 99.