



DYNAMIC THEOLOGICAL SEMINARY
Kwale, Delta State, Nigeria
Affiliated to
HARVEST BIBLE UNIVERSITY,
Los Angeles, California, United States
Email: dynamictheologicalseminary@gmail.com
Website: www.dts.dymsb.com

RC 1717101

RESEARCH FORMAT HANDBOOK
OF
DYNAMIC THEOLOGICAL SEMINARY

2024 EDITION

CONTENTS

Part One

Contents of The Preliminary Pages of A Research Work

Part Two

Research Nomenclature

Part Three

Endnotes Referencing Examples

Part Four

Certificate Research Template

Part Five

Diploma Programme Research Template

Part Six

Bachelor's Degree Programme Research Template

Part Seven

Post-Master Diploma, Master's Degree and Post-Graduate Diploma Template

Part Eight

Doctorate Degree Programme Template

Part Nine

Postdoctoral and Doctor Of Philosophy Degree (PhD) Template

PART ONE

CONTENTS OF THE PRELIMINARY PAGES OF A RESEARCH WORK

These are the laid down rules and specifications for writing the preliminary pages and the main research work at Dynamic Theological Seminary. It, therefore, becomes important for a student who is researching at DTS to follow the instructions. However, these are the rules and regulations for writing research work at Dynamic Theological Seminary.

The Title Page: It is the first page of every research that contains the title of the thesis, name of the candidate, aim of the research, institution, department to which the researcher is affiliated, name of the institution to which it is submitted, month and year of submission or acceptance. Every word is written in capital letters.

Dedication: It appears on a separate page of the research. The researcher gives the name of the person to whom he dedicates his research. Also, the researcher can equally dedicate his or her work to a religious or secular organisation.

Acknowledgements: The researcher on this separate page acknowledges all the people and organisations that helped him in the course of the research. God is acknowledged first, followed by the researcher's supervisor, lecturers, mates, family members and friends. If an organisation, institution or community contributed to the work, they will be acknowledged also.

Table of Contents: It contains headings and sub-headings of research in the order in which they appear in the work. Each word in the table of contents is not capitalized. But every first letter is expected to be capitalized.

List of Tables: This includes information collected in the course of the research. However, it is not all work that has figures. But in a situation where there is a figure, it usually appears towards the end of the work on a separate page. Such information might be a particular state or religious organisation data.

List of Figures: On this page, all the maps, illustrations, graphs and drawings that are in the work are listed on a separate page, particularly towards the ending.

Bibliography: It displays the sources the writer used to gain background knowledge on the topic. Before starting a research project, you might read

up on the topic on websites, books, and other sources. You might even dive a bit deeper to find more information elsewhere.

Cited Work: This displays all of the sources that were mentioned in the writing of the actual paper or project. If a quotation was taken from a source and placed into a research paper, then the full citation goes on the works cited page.

Viva Voce: This is a Latin phrase meaning "with living voice" but most often translated as "by word of mouth." It is an oral examination, especially in a Project, Thesis or Dissertation defence in academia. In most cases in some tertiary institutions, it is called defence. Defence in the university particularly in the postgraduate cadre, is done mainly three times or four times as the case may be depending on the institution. Such include: Proposal, Departmental, Faculty and External Defence.

Abstract: It is a summary of a research article, thesis, review, conference proceeding, or any in-depth analysis of a particular subject. It helps the reader to quickly ascertain the paper's purpose and aims. It always appears at the beginning of a manuscript or typescript, acting as the point of entry for any given academic paper or patent application. An academic abstract typically outlines four elements relevant to the completed work: The statement of the problem, the research methods used, the findings of the research and the main conclusions and recommendations.

Abstract however documents the major features of the work. It serves as a microcosm of research work. It also provides, at a glance, the summary of the problem of the study, including hypotheses, methodology and recommendations. Typical length ranges from 100 to 500 words, but very rarely more than a page and occasionally just a few words.

The Body of the Work

The body of a research work contains the most important parts of the research work. The researcher details what he or she has done. If it is undergraduate work it is usually five chapters, while a postgraduate programme is usually six or seven chapters particularly if it is a PhD research work.

Chapter one of any research work in humanities usually presents the following contents: The introduction and background of the work; the

statement of the problem, purpose of the study, significance of the study, scope of study, methodology and sources of data, conceptual clarifications and theoretical framework.

Chapter two in most schools usually presents the origin, overview of the research topic and literature review.

Chapter three is meant to evaluate the activities, the genesis, establishment, nature and structure of the research work. E.g Social Impact of Christianity, Spiritual Impact of Christianity and Economic Impact of Christianity

Chapter four usually highlights the activities of the research topic. Sometimes it varies depending on the research topic. E.g. The Nature of Church Growth, Challenges of Church Growth and Solutions to Church Growth etc.

In chapter five the impacts, the topic has contributed are usually itemized, while in chapter six the challenges of the research topic are presented. E.g. The Contributions of Tithes Towards Church Financial Growth, Contributions of Giving to Church Development and Giving in the 21st Century.

Finally, chapter seven always round off the study. It encompasses the summary, conclusion, recommendations and bibliography.

However, in undergraduate research, the format is different from that of postgraduate research because of the contents and chapters depending on the institution.

PART TWO

RESEARCH NOMENCLATURE

Each level's research work is given the following identification: In every research work, the following identification nomenclature is given to a different level.

Certificate and Diploma Programmes: **Project**

First Degree Programme: **Project**

Postgraduate Diploma Programme: **Thesis**

Master's and Post-Master Programmes: **Thesis**

Doctorate Degree Programme - **Dissertation**

PhD and Postdoctoral Programmes - **Dissertation Cover Page:** For Defence, the research must be soft-bound, while for final submission work appears in **DTS recognized colour**

Title of Project

This page comprises the following information:

Name of Candidate

Registration Number

Year of Submission

A plain page

Page i. Title page with the following:

Title of Dissertation

Name of Candidate

Matriculation Number

For Postgraduate programmes:

It is as follows: This applies to soft-bound before the final defence

A DISSERTATION SUBMITTED TO THE DEPARTMENT OF
PENTECOSTAL STUDIES IN PARTIAL FULFILMENT OF THE
REQUIREMENTS FOR THE AWARD OF A DOCTOR OF PHILOSOPHY
DEGREE IN PENTECOSTAL STUDIES

The hardcover after the final defence is as follows:

DEPARTMENT OF PENTECOSTAL STUDIES, DYNAMIC
THEOLOGICAL
SEMINARY, KWALE, DELTA STATE, NIGERIA, AFFILIATED TO

**HARVEST BIBLE UNIVERSITY, LOS ANGELES, CALIFORNIA,
UNITED STATES**

For Undergraduate programmes: This applies to soft-bound before the final defence

**A PROJECT SUBMITTED TO THE DEPARTMENT OF PENTECOSTAL
STUDIES IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR
THE AWARD OF A BACHELOR'S DEGREE IN PENTECOSTAL
STUDIES**

For the hardcover, it is as follows:

**DEPARTMENT OF PENTECOSTAL STUDIES, DYNAMIC
THEOLOGICAL SEMINARY, KWALE , DELTA STATE, NIGERIA,
AFFILIATED TO
HARVEST BIBLE UNIVERSITY, LOS ANGELES, CALIFORNIA,
UNITED STATES**

Typing:

i. The approved font is Time New Roman, with 14 points size. Some institutions allow 12 points.

ii. A 4-size paper, with the following setting:

Top - 0”

Left - 0”

Right - 0”

Bottom - 0”

Spacing: The body of the work is double spacing while some institutions allow 1.5, but block quotation is usually single spacing.

Pagination: The preliminary pages are numbered in small Roman Numerals placed at the central bottom of the page. While others always appear in Arabic numerals at the central bottom of the pages.

Number of Pages: For a B.A Project, the minimum number of pages is 50, PGD and M.A. Theses is 60-120 pages, and for a PhD Dissertation, the minimum is 200-500 pages.

Writing Non-English Words: If you use a non-English word and phrase in a running text with the English alphabet, italicize them if they are not quotations.

Quotations and References

The facts of research work must be accurate, they must be presented in an orderly and logical manner. If you use the words of another writer, such an author must be given credit to avoid plagiarism. You must provide documentation for direct quotations, paraphrases or someone else's words or ideas, facts and figures.

Most institution of higher learning accepts the Turabian or APA style of referencing in acknowledging the works used in the research work. Candidates are encouraged to be consistent with this format throughout their research. When you cite a source in the notes, give a complete entry in the correct format. For a book, a complete entry includes the following:

- i. The name of the author
- ii. Title of the book
- iii. Place of publication,
- iv. Publisher
- v. Date of Publication
- vi. Page number

Items I & II are separated by a comma. Items III-V are enclosed in brackets with appropriate punctuations as indicated below.

Also, each word in a title should start with a capital letter except for articles and some prepositions e.g. A Book About God or Books about God.

PART THREE

ENDNOTES REFERENCING EXAMPLES

Turabian/ Chicago Style of Referencing

Books

1. God Sunday Chukwuemeka, *Fire Brand Christian*, (Owerri: Debbichuks Printing Press 2017), 1
2. T.F. Jemiriye, *Yoruba God and Gods* (Ado-Ekiti: Petoa Educational Publishers, 1998), 30.
- 3 God Sunday Chukwuemeka, *Hearing From God*, (Owerri: Debbichuks Printing Press 2017), 1

Journal Articles

4. M.A. John, "The Teachings of Suratu'l- Hujurat on Social Integration with Particular Reference to Nigerian Situation," *Ado Journal of Religion* I, no. 2 (December 2002), 56.
5. E.D. Adelowo, "A Comparative Study of Angelology in the Bible and the Qur'an and the Concepts of gods and lords in Yoruba religion," *The Islamic Quarterly* 31, no. 4 (September 1978): 144.

Magazines and Newspaper Articles

For an Article in Newspapers and Magazines with the author's name, the following format is to be followed:

- 6 Dare Babarinsa, "The End of the Beginning," *TELL*, (June 14, 2008), 3

For an Article without the name of the author:

- 7 "Chairman Steps Down," *Punch*, (March 11, 1997), 33

Unpublished Materials

For unpublished materials, the titles are not underlined:

- 8 M.Y. Ojo, "Introduction to English Grammar," Course Handout, Department of Religious Studies, UNAD, 2nd Semester 2002, 5

Interviews

After the interviewee's name, write what qualifies him/her to comment on the topic.

- 9 Philip Danjuma , c37 years, Businessman, Interviewed at Owerri, 23rd May, 2017.

Scripture References

Biblical references (the Bible), should not appear in an endnote. They should be put in brackets in the text. The accepted versions of English Bible translations are the Revised Standard Version and King James 10 New International Version (N.I.V.) and other versions can be used for emphasis. The researcher is also encouraged to make his translations.

Three authors:

11 Merk, Jane S., Ida J. Fogg, and Charles A. Snowe. *Astrology for the Beginning Meteorologist*. Chicago, Dark weather and Clere, (1987).

More than three authors:

12 Femi Lola, Ayo et al: *Our Inheritance*. (Owerri: DTS, 2011)

Anonymous authors

13 *The Problems That Occur Due to Anonymity*. (Nowhere, Nosuchting Press, 1999).

Edited Works:

14 Tortelli Anthony B., ed. *Sociology Approaching the Twenty-first Century*. (Los Angeles, Peter and Sons, 1991).

Articles in Journals:

15 Abdul-Raheem, M.A. "The Teachings of Suratu'l- Hujurat on Social Integration with Particular Reference to Nigerian Situation," *Ado Journal of Religion*, Vol. 1No.2 (December 2002): 52-63.

Electronic Sources:

Always include the date accessed e.g. after all relevant details (accessed April 1, 2015)

Internet Documents:

16 Moulthrop, S.A. "Traveling in the Breakdown Lane: A Principle of Resistance for Hypertext", Retrieved from <http://www.wikipedia.org>, Accessed on 21/12/2012

CD-ROM

17 "Pen and Ink." *Amazing Facts Version 3*. CD-ROM. Chicago: Multimedia Production Inc, (1997).

18 Pen and Lak. *CD Rom Version 3.1*. (Chicago Multimedia Production Inc, 1997).

Online Internet Journal Article:

19 Roy, S.E. and Roy , P.S, “The Rhetoric of Video Games”. *In Rhetorical Theory Quarterly [Electronic Journal]* (1998). [Cited 23 February 1998].

Roy, S.E. & Z.W. Gore. “The Rhetoric of Video Games” *Rhetorical Theory Quarterly* (Feb 1999): 264-310. etc. (Accessed on Feb 23, 1998).

Email Correspondence

20 Roland, Beth <roland @acns.fsu.edu>, “Citation Lecture, private e-mail message to Lisa Webb.15 September 1998.

Television or Radio Broadcast: As a rule, television or radio broadcast are cited in this order:

1. Title of episode or segment (in quotation marks)
2. Title of programme or series (in italics)
3. Name of network
4. City of the station
5. Broadcast date
6. Medium of Reception (Radio or Television)

The Spine

The Spine of the Project/ These/ Dissertation shall contain the following:

1. The Initial of Certificate, Diploma or Degree for which the research is carried out
2. Date
3. Surname of the Researcher plus the Initials.

Responsibility for the Final Work

The supervisor or school hold the researcher and not the typist. He is responsible for the final production of the work. The error of the latter is the carelessness of the former.

PROJECT SUBMISSION

In Dynamic Theological Seminary, the Project/ Thesis and Dissertation are printed in line with the guidelines prescribed by the school.

During the internal defence, students are to submit 2 soft-bound copies of their work to the school. After the final defence students are to submit 4 copies of their research work, along with soft copies in one Compact Disc

(CD) to their respective campuses, while the provost of the campus will thereby forward it to the main campus.

BIBLIOGRAPHY STYLE

PRIMARY SOURCE

(i) Oral Interviews

Okoro, John, c53 Years, Police Officer, Interviewed at Ogbaku, 4th February 2019

(ii) Special Publications/ Reports

“All Saint Protestant Chaplaincy, Progress Report, Mobile Police Force Chaplaincy”, (Owerri in Imo State, 2016)

(iii) CONFERENCE PAPERS / PAPER PRESENTATIONS

Chinedu I. Iwuzo, “Morality and Police Ethics”, A Seminar Paper Delivered At ASPC Ekpan Police Barracks, Warri, (2014)

(B) SECONDARY SOURCES

(i) BOOKS

Abodunde, Ayodeji, *A Heritage of Faith a History of Christianity in Nigeria*. (Ibadan: Piercewatershed 2009)

(ii) JOURNAL ARTICLES

Alemika, O E. E, “Police, Policing and Crime Control in Nigeria” *Nigerian Journal of Policy and Strategy* 12 (1 & 2) 1997

(iii) NEWSPAPERS AND MAGAZINES

Aziken, Emmanuel, “How Ekwueme, Bisi Onabanjo Plotted Six Geopolitical Zones from Prison”, *Vanguard News*, 25/11/2017

(iv) THESIS AND DISSERTATIONS

Andrew, Todd and Dunlop Sarah “The Cardiff Centre for Chaplaincy Studies (CCCS) and The Oxford Centre for Ecclesiology & Practical Theology” “The Church of England's Involvement in Chaplaincy”, Research Report for The Mission and Public Affairs Council,(March 2014)

(A) TERTIARY SOURCES

Encyclopedias

Encyclopedia Americana, International Edition, Vol.15, (Danbury, Connecticut: Scholastic Library Publishing Inc, 2003)

(ii) Internet Source

"About Ebonyi State" Retrieved from *en.wikipedia.org*, Accessed on 20/1/2/2018.

APA (AMERICAN PSYCHOLOGICAL ASSOCIATION) STYLE OF REFERENCING

IN-TEXT CITATION

According to (Wells, 2009, 225-226) “ Research is gathering of information...

REFERENCING STYLE

Wells, A. (2009). Metacognitive Therapy for Anxiety and Depression in Psychology. Guilford Press

CONFERENCE PAPER

IN-TEXT CITATION

(Balakrishnan, 2006)

REFERENCING STYLE

Balakrishnan, R. (2006, March 25-26), Why aren't we using 3d user interfaces, and will we ever? [Paper presentation]. IEEE Symposium on 3D User Interfaces, Alexandria, VA. <https://doi.org/10.1109/VR.2006.148>.

INTERNET DOCUMENT

In-Text Citation

(Murray, 2005)

Referencing Style

Murray, G. (2005), A duty of care to children and young people in Western Australia: Report on the quality assurance and review of unsubstantiated allegations of abuse in care: 1 April 2004 to 12 September 2005.

protection.<http://www.community.wa.gov.au/nr/rdonlyres/851183a4-a822-4592-ab66-c410e453aeec/0/dcdrptgwenmurrayreportwithcover2006.pdf>

MLA REFERENCING STYLE

Book With One Author

Aprilson, Andy, *The Emergency Budget Task Force Handbook*. Mississippi: Haberdasher, 2001.

Book with two authors.

Bringham, Darrin E., and Sally Knope, *Resting Heartbeat Science*. 12th ed. Alahandro: Spaghetti, 2001.

Book with more than three authors

Niderbacher, Leslie A., et al, *Penne and the Jets: A Love Story*. Albuquerque: Partridge, 2003. Print.

Books With No Author

Encyclopedia of Football, New York: Sporting Publishers Inc., 2002. Print.

Magazine

LaFrambois, Karen, "Why Do People Treat Their Pets Better Than Other Humans?" *Vanity Circus* Sept. 2003: 121-140. Print.

Journal Article

Coxswain, Abraham D., Frederick Blursdale III, Thaddeus T. Landover, and Jose Sanchez. "Analyzing the Psychology of Odd Juxtaposition." *Name Technology* 42 (1986): 121-342.

Electronic Sources

Author/Editor (if available), "Title of Article (if applicable)." *Title of Website/Database/Book*. Version or Edition. Publisher information (the organization/institution affiliated with the site), date of publication. Medium of publication. Date of access.

Entire Website

The Official Website of the Super Bowl XLV Champion Green Bay Packers.
The Green Bay Packers, 2011. Web. 23 May 2001.

Page on a Website

Mueller, Dawn. "How the Packers Won My Heart and Then the Super Bowl."
The Very Unofficial Packers Fan Site. 14 Mar. 2011. Web. 1 May 2011.

Article in an Online Scholarly Journal

Paulson, Robert, "Soapmaking: A Journey through the Dirty World of Saponification." *Journal of Pierce & Pierce* 55.81 (1991): 21-48. Web. 14 April 2001.

Email

Rodgers, Aaron, "Re: I Am Your Biggest Fan." Message to Dawn Mueller. 20 Mar. 2011. Email.

Television Programme

"Big Fish, Little Fish," *Four Corners*, presented by Chris Masters, ABC Television, 27 Mar. 2006.

Sound Recording

St. Laurence Chamber Choir, *Commemoration, Ritual and Performance: The Iberian Connection: Medieval and Renaissance Music from the St Laurence Chamber Choir*, directed by N. McEwan, Centre for Medieval Studies, University of Sydney, 2005.

Video Recording

Tackling Bullies: An Australian Perspective. Written and presented by Geoff Russell, Video Classroom, 1995.

PART FOUR
CERTIFICATE RESEARCH TEMPLATE

TOPIC

BY

NAME:
REG:NUMBER:

MONTH, YEAR

TITLE PAGE

(YOUR TOPIC)

**BY
NAME**

REG NO:

**A PROJECT SUBMITTED TO THE DEPARTMENT OF CHRISTIAN
EDUCATION IN PARTIAL FULFILMENT OF THE REQUIREMENTS
FOR THE AWARD OF CERTIFICATE IN CHRISTIAN EDUCATION**

MONTH, YEAR

CERTIFICATION

We certify that this project was written by (your name), with the registration number (your Registration number), of the Department of Christian Education, for the award of Certificate in Christian Education of Dynamic Theological Seminary, Kwale, Delta State, Nigeria, Affiliated to Harvest Bible University,
Los Angeles, California, United States

| | | |
|------------|-----------|-------|
| _____ | _____ | _____ |
| Supervisor | Signature | Date |

| | | |
|---------------------------------|-----------|-------|
| _____ | _____ | _____ |
| Dean of Studies/Student Affairs | Signature | Date |

| | | |
|--------|-----------|-------|
| _____ | _____ | _____ |
| Rector | Signature | Date |

Title Page
Certification Page
Dedication
Acknowledgements
Abstracts

CHAPTER ONE CONTENTS

1:1 Background to the Study
1:2 Statement of Problem
1:3 Purpose of the Study
1:4 Scope of the Study
End Notes

Chapter Two

2:1 Literature Review

PART FIVE

DIPLOMA PROGRAMME RESEARCH TEMPLATE

TOPIC

BY

NAME:
REG:NUMBER:

MONTH, YEAR

TITLE PAGE
(YOUR TOPIC)

BY

NAME

REG NO:

A PROJECT SUBMITTED TO THE DEPARTMENT OF CHRISTIAN
EDUCATION IN PARTIAL FULFILMENT OF THE REQUIREMENTS
FOR THE AWARD OF DIPLOMA CERTIFICATE IN CHRISTIAN
EDUCATION

MONTH, YEAR

CERTIFICATION

We certify that this project was written by (your name), with the registration number (your Registration number), of the Department of Christian Education, for the award of Diploma Certificate in Christian Education of Dynamic Theological Seminary, Kwale , Delta State, Nigeria, Affiliated to Harvest Bible University, Los Angeles, California, United States

| | | |
|---------------------|--------------------|---------------|
| _____ Supervisor | _____ Signature | _____ Date |
|---------------------|--------------------|---------------|

| | | |
|--|--------------------|---------------|
| _____ Dean of Studies/Student Affairs | _____ Signature | _____ Date |
|--|--------------------|---------------|

| | | |
|-----------------|--------------------|---------------|
| _____ Rector | _____ Signature | _____ Date |
|-----------------|--------------------|---------------|

Title Page
Certification Page
Dedication
Acknowledgements
Abstracts

CHAPTER ONE CONTENTS

1:1 Background to the Study
1:2 Statement of Problem
1:3 Purpose of the Study
1:4 Scope of the Study
1:5 Methodology and Sources of Data
Endnotes

Chapter Two

2:1 Literature Review

PART SIX
BACHELOR DEGREE PROGRAMME RESEARCH TEMPLATE

TOPIC

BY

NAME:
REG:NUMBER:

MONTH, YEAR

TITLE PAGE

(YOUR TOPIC)

BY

NAME

REG NO:

**A PROJECT SUBMITTED TO THE DEPARTMENT OF CHRISTIAN
EDUCATION IN PARTIAL FULFILMENT OF THE REQUIREMENTS
FOR THE AWARD OF A BACHELOR (BCED) DEGREE IN
CHRISTIAN EDUCATION**

MONTH, YEAR

APPROVED PAGE

This research work has been read and approved by Dynamic Theological Seminary Kwale , Delta State, Nigeria, Affiliated to Harvest Bible University, Los Angeles, California, the United States in fulfilment for the award of a Bachelor of Christian Education (BCED) Degree in Christian Education.

| | | |
|------------|-----------|-------|
| _____ | _____ | _____ |
| Supervisor | Signature | Date |

| | | |
|---------------------------------|-----------|-------|
| _____ | _____ | _____ |
| Dean of Studies/Student Affairs | Signature | Date |

| | | |
|--------|-----------|-------|
| _____ | _____ | _____ |
| Rector | Signature | Date |

| | | |
|-------------------|-----------|-------|
| _____ | _____ | _____ |
| External Examiner | Signature | Date |

CERTIFICATION

We certify that this project was written by (your name), with the registration number (your Registration number), of the Department of Christian Education, for the award of Bachelor of Christian Education (BCED) Degree in Christian Education of Dynamic Theological Seminary, Kwale , Delta State, Nigeria, Affiliated to Harvest Bible University, Los Angeles, California, United States

| | | |
|--|--------------------|---------------|
| _____ Supervisor | _____ Signature | _____ Date |
| _____ Dean of Studies/Student Affairs | _____ Signature | _____ Date |
| _____ Rector | _____ Signature | _____ Date |
| _____ External Examiner | _____ Signature | _____ Date |

Title Page
Approved Page
Certification Page
Dedication
Acknowledgements
Abstracts

CHAPTER ONE CONTENTS

1:1 Background to the Study
1:2 Statement of Problem
1:3 Purpose of the Study
1:4 Scope of the Study
1:5 Methodology and Sources of Data
1:6 Literature Review
End Notes

Chapter Two

2:1 Literature Review

PART SEVEN
POST-MASTER DIPLOMA, MASTER'S DEGREE AND POST-
GRADUATE DIPLOMA TEMPLATE

TOPIC

BY

NAME:
REG:NUMBER:

MONTH, YEAR

TITLE PAGE

YOUR TOPIC

BY

NAME

REG NO:

A THESIS SUBMITTED TO THE DEPARTMENT OF CHURCH
ADMINISTRATION IN PARTIAL FULFILMENT OF THE
REQUIREMENTS FOR THE AWARD OF A MASTER DEGREE IN
CHURCH ADMINISTRATION

MONTH, YEAR

APPROVED PAGE

This research work has been read and approved by Dynamic Theological Seminary Kwale , Delta State, Nigeria, Affiliated to Harvest Bible University, Los Angeles, California, the United States in fulfilment for the award of a Master of Christian Education (MCED) Degree in Christian Education.

| | | |
|--|--------------------|---------------|
| _____ Supervisor | _____ Signature | _____ Date |
| _____ Dean of Studies/Student Affairs | _____ Signature | _____ Date |
| _____ Rector | _____ Signature | _____ Date |
| _____ External Examiner | _____ Signature | _____ Date |

CERTIFICATION

We certify that this Thesis was written by (your name), with the registration number (your Registration number), of the Department of Christian Education, for the award of a Master of Christian Education (MCED) Degree in Christian Education of Dynamic Theological Seminary, Kwale , Delta State, Nigeria, Affiliated to Harvest Bible University, Los Angeles, California, United States

| | | |
|---------------------|--------------------|---------------|
| _____ Supervisor | _____ Signature | _____ Date |
|---------------------|--------------------|---------------|

| | | |
|--|--------------------|---------------|
| _____ Dean of Studies/Student Affairs | _____ Signature | _____ Date |
|--|--------------------|---------------|

| | | |
|-----------------|--------------------|---------------|
| _____ Rector | _____ Signature | _____ Date |
|-----------------|--------------------|---------------|

| | | |
|----------------------------|--------------------|---------------|
| _____ External Examiner | _____ Signature | _____ Date |
|----------------------------|--------------------|---------------|

Title Page
Approved Page
Certification Page
Dedication
Acknowledgements
Abstracts
List of Tables
Table of Contents

CHAPTER ONE CONTENTS

1:1 Background to the Study
1:2 Statement of Problem
1:3 Purpose of the Study
1:4 Scope of the Study
1:5 Methodology and Sources of Data
1:6 Theoretical Framework
Endnotes

Chapter Two

2:1 Literature Review

PART EIGHT
POSTDOCTORAL AND DOCTOR OF PHILOSOPHY DEGREE (PhD)
TEMPLATE

TOPIC

BY

NAME:
REG:NUMBER:

MONTH, YEAR

TITLE PAGE

YOUR TOPIC

BY

NAME

REG NO:

A DISSERTATION SUBMITTED TO THE DEPARTMENT OF
PENTECOSTAL STUDIES IN PARTIAL FULFILMENT OF THE
REQUIREMENTS FOR THE AWARD OF A DOCTOR OF
PHILOSOPHY DEGREE IN PENTECOSTAL STUDIES

MONTH, YEAR

APPROVED PAGE

This Dissertation has been approved, having satisfied the conditions for the award of Doctor of Philosophy Degree (PhD) in Pentecostal Studies of Dynamic Theological Seminary , Kwale , Delta State, Nigeria, Affiliated to Harvest Bible University, Los Angeles, California, United States

| | | |
|--|--------------------|---------------|
| _____ (Supervisor 1) | _____ Signature | _____ Date |
| _____ (Supervisor 11) | _____ Signature | _____ Date |
| _____ Dean of Studies/Student Affairs | _____ Signature | _____ Date |
| _____ Rector | _____ Signature | _____ Date |
| _____ External Examiner | _____ Signature | _____ Date |

CERTIFICATION

We certify that this Dissertation was written by (your name), with the registration number (your Registration number), for the award of Doctor of Philosophy Degree (PhD) in Pentecostal Studies of Dynamic Theological Seminary, with Harvest Bible University, Los Angeles, California, United States.

| | | |
|-------------------------|--------------------|---------------|
| _____ (Supervisor 1) | _____ Signature | _____ Date |
|-------------------------|--------------------|---------------|

| | | |
|--------------------------|--------------------|---------------|
| _____ (Supervisor 11) | _____ Signature | _____ Date |
|--------------------------|--------------------|---------------|

| | | |
|--|--------------------|---------------|
| _____ Dean of Studies/Student Affairs | _____ Signature | _____ Date |
|--|--------------------|---------------|

| | | |
|-----------------|--------------------|---------------|
| _____ Rector | _____ Signature | _____ Date |
|-----------------|--------------------|---------------|

| | | |
|----------------------------|--------------------|---------------|
| _____ External Examiner | _____ Signature | _____ Date |
|----------------------------|--------------------|---------------|

Title Page
Approved Page
Certification Page
Dedication
Acknowledgements
Abstracts
List of Abbreviations
List of Maps
List of Plates
List of Tables
Table of Contents

CHAPTER ONE CONTENTS

1:1 Background to the Study
1:2 Statement of Problem
1:3 Purpose of the Study
1:4 Significance of the Study
1:5 Scope of the Study
1:6 Methodology and Sources of Data
1:7 Conceptual Clarifications
1:8 Theoretical Framework
1:9 Organisation of Study
Endnotes

Chapter Two

2:1 Literature Review

Please read your **RESEARCH METHODS** course and follow the pattern.

Research **Approved** and **Certification Page**: List of Academic Staff to Be Included

Supervisor: (The Lecturer Assigned to you)

Rector: Professor Joselito Aquid

Dean of Students Affairs: (Dokubo, Abiye Kaizar PhD)

External Examiner: Unknown for Now

GENERAL EXAMPLE OF TABLE OF CONTENTS AT DTS

PROJECT/THESIS/DISSERTATION TOPIC:

THE IMPACT OF CHRISTIANITY IN NIGERIA

CHAPTER ONE

GENERAL INTRODUCTION

- 1:1 Background to the Study
- 1:2 Statement of Problem
- 1:3 Purpose of the Study
- 1:4 Significance of the Study
- 1:5 Scope of the Study
- 1:6 Methodology and Sources of Data
- 1:7 Conceptual Clarifications
- 1:8 Theoretical Framework
- 1:9 Organisation of Study

CHAPTER TWO

LITERATURE REVIEW, BRIEF HISTORY OF NIGERIA AND THE HISTORY OF CHRISTIANITY IN NIGERIA

- 2:1 Literature Review
- 2.2 Brief History of Nigeria
- 2.3 The History of Christianity in Nigeria

CHAPTER THREE

GENERAL ORIGIN OF CHRISTIANITY

- 3.1 Biblical Origin of Christianity
- 3.2 Historical Origin of Christianity
- 3.3 Christian Methods of Worship
- 3.4 Christian Dogma
- 3.5 Pattern of Worship in Christianity

CHAPTER FOUR

THE IMPACT OF CHRISTIANITY IN NIGERIA

- 4.1 Spiritual Impact of Christianity in Nigeria
- 4.2 Social Impact of Christianity in Nigeria
- 4.3 Economic Impact of Christianity in Nigeria
- 5.4 Structural Impact of Christianity in Nigeria
- 4.5 Political Impact of Christianity in Nigeria

CHAPTER FIVE

CHALLENGES OF CHRISTIANITY IN NIGERIA

- 5.1 Spiritual Challenges of Christianity in Nigeria
- 5.2 Social Challenges of Christianity in Nigeria
- 5.3 Economic Challenges of Christianity in Nigeria
- 5.4 Structural Challenges of Christianity in Nigeria
- 5.5 Political Challenges of Christianity in Nigeria

CHAPTER SIX

TIPS IN OVERCOMING CHALLENGES OF CHRISTIANITY IN NIGERIA AND THE WAY FORWARD

- 6.1 The Place of Prayer
- 6.2 The Need for Unity among Churches in Nigeria
- 6.3 The Place of Christian Council of Nigeria
- 6.4 The Place Pentecostal Fellowship of Nigeria
- 6.5 The Place Christian Association of Nigeria

CHAPTER SEVEN

SUMMARY, CONCLUSION AND RECOMMENDATION

- 7.1 Summary
- 7.2 Conclusion
- 7.3 Recommendation

Note: Chapter **One** of this example was extracted from **PhD Dissertation Template**.

PART TEN
SCHOOL DEPARTMENTS

Department of Ministry
Department of English and Christian Journalism
Department of Church Conflict Resolution and Management
Department of Christian Theology
Department of Pentecostal Studies
Department of Christian Education
Department of Church Leadership
Department of Church Government and Administration
Department of Church Diplomacy
Department of Evangelism and Mission
Department of Divinity
Department of Computer Studies
Department of Biblical and Theological Education
Department of Church Politics and Theocracy
Department of Christian Counselling
Department of Christian Psychology

REFERENCES

Association of Legal Writing Directors & Darby Dickerson, *ALWD Citation Manual: A Professional System of Citation*, 4th ed. (New York: Aspen, 2010)

Berry, Brunner, N; Popescu, S; Shukla, P "Can Apparent Superluminal Neutrino Speeds Be Explained As A Quantum Weak Measurement?" J. Phys. A: Math. Theory.

Blake, Gary and Bly Robert W, *The Elements of Technical Writing*, (New York: Macmillan Publishers 1993)

Clark, Roger, "Plagiarism by Academics: More Complex Than It Seems", *Journal of the Association for Information Systems*, (7 (1): 2006)

Creswell, J.W, *Educational Research: Planning, Conducting and Evaluating Quantitative And Qualitative Research* (3rd ed.). Upper Saddle River: Pearson 2008

Dieter, Lesage, "Who's Afraid Of Artistic Research? On Measuring Artistic Research Output" *Art & Research*, 2009

Draft, M.Schwab, Proposal". *Journal for Artistic Research*, Bern University of the Arts. 2009

Eisner, E. W. "On the Differences between Scientific and Artistic Approaches to Qualitative Research". *Educational Researcher*. 10 (4), 1981

Green, P, Stuart, "Plagiarism, Norms, and the Limits of Theft Law: Some Observations on the Use of Criminal Sanctions in Enforcing

Intellectual Property Rights", *Hastings Law Journal*, 54 (1), 2002
<http://en.wikipedia.org/wiki/Research>, Accessed 09/09/2016.

National Open University of Nigeria (2009). *Course Material Development in Open and Distance Learning; Training Manual*. NOUN: Lagos. 2009

National Open University of Nigeria (2014). 'Examination Rules and Regulations'. *General Catalogue 2014-2017*

"Artistic Research At DOCH". Retrieved from *Http www.doch.se*, Accessed on 20/7/2019

"Polish Professor Could Face Three-Year Sentence For Plagiarism", Retrieved from *www.thenews.pl*, Accessed on 15/8/2019.

"Frascati Manual". "The Measurement of Scientific, Technological and Innovation Activities". 2015

"Random House Compact Unabridged Dictionary" in Stepchyshyn, Vera; Nelson, Robert .S. Library Plagiarism Policies. (Assoc. of College & Research Libraries 2007)

"Viva voce" Retrieved from *www.wikipedia.org*, Accessed on 15/8/2019

"Who is a Supervisor under the Occupational Health and Safety Act? (2015)