

Contents

| | |
|--|-----------|
| Foreword..... | xi |
| Preface..... | xiii |
| Introduction..... | 1 |
| 1. Writing Assignments and Thesis Proposal..... | 5 |
| 1.1. Book Review..... | 5 |
| 1.2. Reading Report..... | 8 |
| 1.3. Book Summary..... | 10 |
| 1.4. Reflection Paper..... | 10 |
| 1.5. Term Papers..... | 13 |
| 1.6. Writing Thesis Proposal..... | 14 |
| 1.6.1. Title..... | 15 |
| 1.6.2. Statement of the Problem..... | 15 |
| 1.6.3. Elaboration of the Problem..... | 16 |
| 1.6.4. Importance of the Study..... | 17 |
| 1.6.5. Definitions..... | 17 |
| 1.6.6. Scope and Limitation of the Study..... | 18 |
| 1.6.7. Previous Research/Literature Review..... | 18 |
| 1.6.8. Methods of Research..... | 20 |
| 1.6.9. Methodology of Research..... | 20 |
| 1.6.10. Structure of the Study..... | 22 |
| 1.6.11. Bibliography..... | 22 |
| 2. What is Research?..... | 25 |
| 2.1. Scientific and non-scientific Research..... | 25 |
| 2.1.1. Features of non-scientific Analysis..... | 26 |

| | |
|--|-----------|
| 2.1.2. Features of Scientific Research | 27 |
| 2.2. Distinct Forms of Research..... | 27 |
| 2.3. Research Question | 28 |
| 2.3.1. Exploratory Research | 29 |
| 2.3.2. Descriptive Research | 29 |
| 2.3.3. Explanatory Research..... | 30 |
| 2.3.4. Evaluation Research | 30 |
| 2.4. Basic Elements in Thesis Writing | 31 |
| 2.4.1. Title | 32 |
| 2.4.2. Certificate of Approval..... | 32 |
| 2.4.3. Declaration..... | 32 |
| 2.4.4. Dedication..... | 33 |
| 2.4.5. Acknowledgement | 33 |
| 2.4.6. Abstract | 33 |
| 2.4.7. List of Abbreviations..... | 34 |
| 2.4.8. Table of Contents | 34 |
| 2.4.9. Introduction..... | 34 |
| 2.4.10. Main Body..... | 35 |
| 2.4.11. Conclusion | 35 |
| 2.4.12. Bibliography..... | 35 |
| 2.4.13. Appendices..... | 35 |
| 3. General Format Requirements | 37 |
| 3.1. Font Type and Size Format | 38 |
| 3.1.1. Font Type..... | 38 |
| 3.1.2. Font Size..... | 38 |
| 3.2. Margins | 38 |
| 3.2.1. Standard Margins | 38 |
| 3.2.2. Header/Footer Margins..... | 39 |
| 3.3. Pagination..... | 39 |
| 3.3.1. Page Numbers | 39 |
| 3.3.2. Format of Page Numbers | 39 |
| 3.4. Line Spacing..... | 40 |
| 3.4.1. Main Text..... | 40 |

| | |
|---|-----------|
| 3.4.2. Exceptions | 40 |
| 3.5. Paragraph Length..... | 41 |
| 3.6. Text Alignment..... | 42 |
| 3.7. Content Format..... | 42 |
| 3.7.1. Sample for Headings | 43 |
| 3.7.2. Create the Table of Contents in Windows | 43 |
| 3.7.3. Create the Table of Contents in macOS . | 44 |
| 3.8. Paper Size | 45 |
| 3.9. The Order of a Dissertation/Thesis | 45 |
| 4. Footnotes, Endnotes and Bibliography | 47 |
| 4.1. An Overview..... | 47 |
| 4.1.1. Footnotes | 48 |
| 4.1.2. Endnotes | 49 |
| 4.1.3. Bibliography..... | 50 |
| 4.2. Sample Footnotes and Bibliography | 51 |
| 4.2.1. Books | 52 |
| 4.2.2. Articles..... | 67 |
| 4.2.3. Websites, Blogs, Electronic Sources, and Social Media | 72 |
| 4.2.4. Personal Communication: E-mail, Interviews..... | 76 |
| 4.2.5. Unpublished Thesis, Dissertations, Papers, Lectures and Manuscript Collections | 78 |
| 4.2.6. Report, Government Documents and Records..... | 81 |
| 4.2.7. Minutes/Proceedings of a Meeting..... | 81 |
| 4.2.8. Book Review..... | 82 |
| 4.2.9. Missing Facts of Publication | 82 |
| 4.2.10. Dictionaries..... | 84 |
| 4.2.11. Scriptural References..... | 85 |
| 4.2.12. Page Numbers in Electronic Formats ... | 85 |

| | |
|--|------------|
| 4.2.13. Pamphlets, Reports, and the Like..... | 86 |
| 5. General Guidelines | 89 |
| 5.1. Sources | 89 |
| 5.1.1. Primary Sources..... | 89 |
| 5.1.2. Secondary Sources | 90 |
| 5.1.3. Tertiary Sources..... | 91 |
| 5.2. Quotations..... | 91 |
| 5.2.1. Run-in Quotations | 92 |
| 5.2.2. Block Quotations | 92 |
| 5.2.3. Quoting Scripture..... | 94 |
| 5.2.4. Omissions and Inserting Ellipses | 94 |
| 5.3. Scripture References: Indicating Separation and Range..... | 95 |
| 5.4. Italics | 95 |
| 5.5. Punctuation | 96 |
| 5.5.1. Period..... | 96 |
| 5.5.2. Comma | 97 |
| 5.5.3. Semicolon..... | 98 |
| 5.5.4. Colon | 98 |
| 5.5.5. Quotes | 99 |
| 5.5.6. Apostrophes..... | 99 |
| 5.5.7. Parentheses | 99 |
| 5.5.8. Dashes | 100 |
| 5.5.9. Hyphen | 100 |
| 5.6. Digital Libraries | 101 |
| 5.7. Keyboard Shortcuts in Word..... | 103 |
| 5.7.1. Keyboard Shortcuts in Word for Windows..... | 103 |
| 5.7.2. Keyboard Shortcuts in Word for Mac... | 106 |
| 6. Research Ethics and Emerging Challenges . | 109 |
| 6.1. Sensitivity..... | 110 |
| 6.2. Anonymity and Confidentiality | 110 |

| | |
|---|-----|
| 6.3. Sampling..... | 111 |
| 6.4. Informed Consent..... | 111 |
| 6.5. Research Misconduct and Obfuscation..... | 113 |
| 6.5.1. Falsification and Fabrication..... | 114 |
| 6.5.2. Plagiarism..... | 114 |
| 6.6. Chat GPT and Its Implications on Research | 116 |
| 6.6.1. Pros of Using ChatGPT | 117 |
| 6.6.2. Cons of Using ChatGPT | 119 |
| Conclusion | 123 |
| Bibliography | 125 |