

University of Saint Mary of the Lake



Pontifical Faculty of Theology
Scholar's Manual

2025

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INTRODUCTION

This manual is written for you, a student in the process of writing a research paper for an S.T.B. course, a thesis for the S.T.L. degree, or a dissertation in partial fulfillment of the requirements for the Doctorate in 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 papers.¹

Your paper is an important 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, as an expression of the quality of your scholarship and the value of your achievement.

I BACCALAUREATE OF SACRED THEOLOGY (S.T.B.) RESEARCH PAPER

The *Bulletin of the Pontifical Faculty of Theology* stipulates that three of the required courses from the M.Div. schedule of courses (9 hours) need to be dedicated to the S.T.B., which means that in addition to the coursework required for each of these courses, the student will write a 15-20 page research paper.

During the process of writing and submitting these papers, you should consult the *USML Writer's Manual* for guidance on preparing the manuscript, and formatting the text, footnotes, and bibliography.

II LICENTIATE OF SACRED THEOLOGY (S.T.L) THESIS

All USML S.T.L candidates are required to submit an electronic version of the thesis in PDF format to the Library after the thesis has passed the final approval.

Your thesis is an important university document, both academically and for you personally. In order to assure that thesis manuscripts from the University of Saint Mary of the Lake reflect the importance we place on them, we require that you follow these formatting and submission guidelines. Since you are personally and ultimately responsible for following the guidelines and instructions in this manual, you are required to read it completely and carefully. We encourage faculty and staff to familiarize themselves with the contents of the manual, since they are often asked to advise students in the preparation of the manuscripts.

With the development of new 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 manual or using a previously submitted and

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

published manuscript as a guide for format or layout. If your research extends over several years, we also ask that you access a current version on the Library's website at <https://usml.edu/library/writing-center/> prior to preparing your final manuscript.

A. WRITING YOUR THESIS

Resources

Expectations for the S.T.L. thesis are detailed in the *University of Saint Mary of the Lake Bulletin of the Pontifical Faculty of Theology*. You are expected to meet the requirements detailed in the most recent edition of the appropriate bulletin.

In addition, it is recommended that you 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 thesis. Copies are available in the Library in print and ebook formats.

Style

- Follow instructions in this manual for formatting pages, title pages, and front matter.
- Follow instructions in the *USML Writer's Manual* <https://usml.edu/library/writing-center/> for formatting citations, footnotes, 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 manual and the *USML Writer's Manual*. You should purchase a copy of Turabian to have on hand as you write and format your thesis.
- Consult *The Chicago Manual of Style* (Chicago: University of Chicago Press, most recent edition) [hereafter The Chicago Manual] for all situations that are not covered by this manual, the *USML Writer's Manual*, or Turabian.

These reference works are available in the Library and are usually available at bookstores.

The Writing Center

- The USML Writing Center <https://usml.edu/library/writing-center/> provides support services to students at all stages of the writing process, from research through final submission.
- See the signs in the Library for the USML Writing Center's hours during the semester or make an appointment via e-mail to Tom Dougherty, tdougherty@usml.edu.

Copyright

As author, you have copyright privileges immediately upon creation of your thesis, 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 directly with the Library of Congress Copyright Office <http://www.copyright.gov/>.

B. THE ELEMENTS OF YOUR THESIS

Preliminary Pages

See the Page Number Placement Guide (Chapter II.C.) for the order and numbering of all pages. Beginning with the certification page, all preliminary pages must be numbered with lowercase roman numerals, centered at the bottom of the page.

Title Page

- The title page must follow exactly the formatting examples given in the S.T.L. sample pages (Chapter II.F.).
- 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 thesis is the month and year in which you graduate.

Abstract Page

- Write an abstract of your thesis, 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 this manual.
- 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 thesis, you should exercise great care in preparing the text. When placing your name of record at the top of the abstract, include immediately after your name the abbreviation of the degree you will receive upon graduating.

Copyright Notice (optional)

- If you choose to include a copyright notice, follow the sample page.

Certification (Signature) Page

- Prepare the certification page, following the sample pages in Chapter II.F.

Your thesis must have a certification page signed by your thesis director and the President of the Pontifical Faculty.

Optional Preliminary Pages

Your thesis director may permit you to include additional pages, such as a dedication, an epigraph, a list of illustrations, and a preface, in the front matter of your thesis.

- 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 Page Number Placement Guide (Chapter II.C.) 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 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, etc.).
- Use the same numbering (arabic or lower-case roman) that appears on the pages themselves.
- List page numbers aligned at the right margin with dot leaders (format this in Word with a Tab stop set for the right margin and the dots option (#2) set for the leader).
- Use double line spacing between each entry in the table of contents.

Body of Text

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

Text

See the Preparing Your Manuscript section 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) on the first page of the section.

Introduction (optional)

- The introduction is the equivalent of a first chapter of the thesis, not part of the preliminary materials.
- Label the first page of the introduction as Introduction.

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 below the Chapter label and then enter the title.
- Enter one double-spaced blank line 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.
- If you have fewer than 100 footnotes, number footnotes consecutively throughout the entire paper.
- If you have 100 or more footnotes, number them consecutively by chapter. That is, the first footnote of each chapter should be numbered “1.” (In Microsoft Word, divide the chapters using the “section break” feature in Page Layout; then reset the first footnote to “1” for each section.)
- Refer to the *USML Writer’s Manual* or Turabian for notation and reference format.

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. You will rarely incorporate these into a thesis, but if there is need for illustrations follow these guidelines

- 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.
- All illustrative material must fit within the page margins (see Margins in section C below).
- If you must include special symbols or other hand-drawn elements in the text or as illustrative materials, consult with the Library Director.

End Matter

Every thesis has a bibliography (see below), but there may be other optional end matter, such as an appendix or appendices, letters of permission, a glossary, or a list of abbreviations (the glossary and abbreviations list may also appear with the preliminary pages). Consult Turabian, “Appendix: Paper Format and Submission” for examples.

- *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 thesis.
- For information on “fair use” and an example of a letter requesting permission to use the material, see the Library Director.
- Insert PDF files of the letters requesting permission in an Appendix. Do not number the pages.
- List the letters in the appropriate place in the table of contents.

Bibliography

The bibliography is always the last section of the thesis. Format your bibliography according to the guidelines in the *USML Writer’s Manual* and Turabian.

C. PREPARING YOUR MANUSCRIPT

You are encouraged to consult with the USML Writing Center early in this process, so errors in formatting can be corrected before they multiply.

Word Processing

- Use the most recent version of Microsoft Word.
- Proofread carefully; do not rely on the spell and grammar checks to catch all errors.
- Microsoft Word offers features that will save you time, such as a utility that automatically generates and updates the Table of Contents, and a Reference function that numbers and positions footnotes. You may want to explore these and other features before you begin typing your manuscript. Please consult the USML Writing Center if you are not familiar with these features in Microsoft Word.

Font

- Choose a serif font: Times New Roman, Courier, Garamond, Palatino, Book Antiqua, 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 are using, you may use the headings in the toolbar in Microsoft Word, you may need to change the automatically-generated font to one of the fonts listed above.
- If you cannot print special characters (e.g., nonroman alphabets, accent marks), consult the Library Director.

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 line space the text.

- Indent the first line of each paragraph by 0.5 inches.
- Do not separate paragraphs with additional space.

Formatting Footnotes

- Indent the first line of each footnote by 0.5 inches.
- Leave a blank line between each footnote.

Formatting Bibliography Entries

- Use a hanging indent for each bibliographic entry (i.e. the first line is not indented and the remaining lines are indented by 0.5 inches).
- Leave a blank line between each bibliographic entry.

Page Layout

- Use portrait orientation for text.
- You may use landscape orientation for illustrations, tables, charts, graphs, if needed.

Margins

- Set left margin to 1.5 inches wide.
- Set top, bottom, and right margins to 1 inch wide.

Line Spacing

- Double-space the text uniformly throughout the manuscript, with the exception of footnotes, bibliography entries, and block quotations (quotations four lines or longer), etc.
- Refer to the *USML Writer's Manual* and Turabian for proper spacing instructions for footnotes, bibliography entries, and block quotations.

Page Numbering

- Every page of the manuscript following the title page (with the exception of the dissertation 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 thesis, 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 Guide

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
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 - first page	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) • Letters of permission (if applicable) • Glossary (if applicable) • List of Abbreviations (if applicable; alternately, may appear in preliminary materials) • Bibliography 	Continue consecutive arabic numerals	Center bottom on first page of each section Right top for subsequent pages

D. SUBMITTING THE FINAL MANUSCRIPT

The deadline for completing submission requirements is 30 days prior to Commencement. Failure to fulfill any of the requirements by the date specified may result in a delay of graduation.

- Once your thesis director and second reader have approved your S.T.L. Thesis, submit an electronic copy of the final corrected thesis in Word format to the USML Writing Center for final approval of formatting.
- After the USML Writing Center staff returns your Word format manuscript and you have made the corrections, submit the thesis in Word or PDF format to the Library for approval for digital publication.
- The Library will send you the ProQuest submission instructions once your thesis is approved for digital publication.

E. ADDITIONAL INFORMATION

S.T.L. candidates must consult the most recent edition of the *University of Saint Mary of the Lake Bulletin of the Pontifical Faculty of Theology*, for complete information on degree and graduation requirements.

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

F. S.T.L. Thesis Sample Pages

General Instructions

- Format the pages exactly as illustrated below the line at the top of each sample page.
- 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 samples of pages not included here.

S.T.L. TITLE PAGE

- Center text horizontally and vertically
-

UNIVERSITY OF SAINT MARY OF THE LAKE

CRUCIFIED LOVE OF THE SORROWFUL MOTHER:
A BIBLICAL, SPIRITUAL, AND ECCLESIASTICAL ANALYSIS
OF MARY AT THE FOOT OF THE CROSS

A THESIS SUBMITTED TO
THE PONTIFICAL FACULTY OF THEOLOGY
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
LICENTIATE OF SACRED THEOLOGY

BY
REVEREND MARK D. AUGUSTINE

MUNDELEIN, ILLINOIS

MAY 2013

ABSTRACT

Used with permission from Rev. Brian W. Geary, “‘In a Higher World it is Otherwise’: Doctrinal Development and Infallibility in the Works of John Henry Newman” (S.T.L. thesis, University of Saint Mary of the Lake, 2025).

“In a Higher World it is Otherwise”: Doctrinal Development and Infallibility in the Works of John Henry Newman

Reverend Brian W. Geary, M.Div., S.T.L.

Director: Reverend Emery de Gaál, Ph.D.

John Henry Cardinal Newman is perhaps best known for his high-profile conversion to Catholicism after a career in the Church of England. Given his criticism of the Church of Rome, that he would enter her fold might seem nothing less than a radical reversal of his religious views. Yet an examination of Newman’s writings reveals a principled thinker with a profound sense of history, whose core convictions remained remarkably stable over the course of his life. Indeed, it was Newman’s study of history, along with his search for continuity in the midst of apparent doctrinal change that led Newman to embrace the Church of Rome, convinced that she and she alone possessed the true faith of antiquity, even in the face of doctrinal development.

This thesis examines several of Newman’s major writings in a chronological manner. In doing so, the reader is able to trace the development of Newman’s views, as he wrestles with the dual issues of apparent doctrinal development on one hand and the subsequent necessity of an authority to guard the deposit of faith on the other. One realizes, alongside Newman, that only the Catholic Church can adequately account for doctrinal development, endowed as she is with the authority necessary to teach the faith in its entirety, while distinguishing development from corruption.

COPYRIGHT PAGE (optional)

S.T.L. CERTIFICATION PAGE

CERTIFICATION

This certifies that the thesis, *Crucified Love of the Sorrowful Mother: A Biblical, Spiritual and Ecclesiastical Analysis of Mary at the Foot of the Cross*, submitted to the Pontifical Faculty of Theology of the University of Saint Mary of the Lake, which is a record of research work conducted by Reverend Mark D. Augustine, has been accepted in partial fulfillment of the requirements for the degree of Licentiate of Sacred Theology.

Reverend James Presta, S.T.D.
Thesis Director

Elizabeth Nagel, S.S.D.
President
Pontifical Faculty of Theology

Date

DEDICATION PAGE (optional)

To my parents

EPIGRAPH PAGE (optional)

Love is the fullest source of the answer to the question of the meaning of suffering.

--Blessed Pope John Paul II

PREFACE (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.

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

III DOCTORATE IN SACRED THEOLOGY (S.T.D) DISSERTATION

All USML doctoral degree candidates are required to:

1. submit the final, approved dissertation to the Library in Microsoft Word or PDF format; and
2. once the dissertation is approved for publication by the Library, publish the approved dissertation through ProQuest UMI Dissertation Publishing (<http://www.etsadmin.com/>).

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.

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 manual, you are required to read it completely and carefully. We encourage faculty and staff to familiarize themselves with the contents of the manual, since they are often asked to advise students in the preparation of the manuscripts.

With the development of new 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 manual 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 access a current version on the Library's website at <https://usml.edu/library/writing-center/> prior to preparing your final manuscript.

A. THE DISSERTATION PROPOSAL

The doctoral dissertation is a “major original research work” in one of the areas of concentration. The dissertation proposal—the product of the Dissertation Proposal course (DT 951)—must be approved by the Graduate Board of the Pontifical Faculty.² The Dissertation Proposal must include 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 in print and ebook formats, and in many bookstores.

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

The Literature Review

To develop your proposal, you will begin with a review of the literature. The literature review gives you a comprehensive picture of the *status quaestionis*. 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, determine if your idea is indeed original. Additionally, you will determine if there is actually available resource material necessary to reach your goal.

Reading the literature helps fill in 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. Dissertation title
- II. Thesis statement (claim), and explanation of its importance
- III. Literature review *status quaestionis* is the heart of the matter for the proposal and situates your dissertation in its theological context. (You will be able to incorporate much of this material into your dissertation in the various chapters).
- IV. Description of the proposed methodology
- V. Assumptions of this study
- VI. Obstacles to such a study
- VII. Outline of the chapters
- VIII. Bibliography. Be as comprehensive as possible. Include original language sources, and Latin resources. **Electronic sources are not permitted** unless the source is available only in e-format (e.g. a journal article that was only published online). Consult the *USML Writers Manual* for formatting bibliographic entries.

- Numbers IV- VI in the outline are the foundation you need to make your argument.
- Number VII, 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) and II (Thesis statement and its importance).

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 literature review and bibliography will be the largest sections of the proposal.

B. DOCTORAL COLLOQUIUM

The Doctoral Colloquium is one of the features of the doctoral-level theological studies at the Pontifical 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 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-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 or the argument being made),
 - briefly describe the theological 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.

C. WRITING YOUR DISSERTATION

This section describes only instructions that are specific to writing the dissertation. Refer to Chapter II.A. in this manual for general information.

Copyright

- 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/>.

D. THE ELEMENTS OF YOUR DISSERTATION

The information below describes only those pages that are specific to the dissertation. Refer to Chapter II.B. in this manual for general information.

Title Page

- The title page must follow exactly the formatting examples given in Chapter III.I. of this manual.
- 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 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 this manual.
- 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 immediately after your name the abbreviation of the degree you will receive upon graduating.

Copyright Notice (optional)

- If you choose to include a copyright notice, follow the sample page.

Certification (Signature) Page

- Prepare the certification page, following the sample pages in Chapter III.I. below.

Your dissertation must have a certification page signed by your thesis director, the second reader, and the President of the Pontifical Faculty. You are responsible for typing this page. The Registrar will obtain the required signatures after your defense.

Nihil obstat and imprimatur Page

- Prepare this page exactly as it appears in the sample page in section I below; number the page iii in your manuscript. The Registrar will request the *nihil obstat* and *imprimatur* and, upon receipt, the Library will incorporate the specific information into the page.

E. PREPARING YOUR MANUSCRIPT

Refer to the instructions in Chapter II.C. in this manual.

F. SUBMITTING THE FINAL MANUSCRIPT

Manuscript Review

- After your director, second reader, and third reader have signed off on your dissertation, make an appointment with the USML Writing Center to review your manuscript for formatting. Make any necessary changes as indicated by the Writing Center staff. This formatting review must be completed prior to your defense.
- Distribute the corrected manuscript to your dissertation committee in preparation for your defense. Please consult with the President of the Pontifical Faculty to schedule your defense.

Submitting the Dissertation to the Library

The deadline for completing submission requirements is 30 days prior to Commencement. Failure to fulfill any of the requirements by the date specified may result in a delay of graduation.

- After the defense and after all corrections have been made, submit the final manuscript in Word format to the Library in preparation for publication. The Library will coordinate with the Registrar to obtain the *nihil obstat* and *imprimatur* and a signed certification page.
- The Library will complete the *nihil obstat* and *imprimatur* page, and print and bind the required copy for the Congregation for Catholic Education (with the signed certification page included).
- The final manuscript with the *nihil obstat* and *imprimatur* page completed will be returned to you in Word format so that you may submit it for publication by ProQuest.

Submitting the Dissertation for Publication by ProQuest

Publication of the dissertation is a requirement for the pontifical degree of Doctorate in Sacred Theology. For you to meet this requirement, the University requires that you publish your dissertation online through ProQuest.

When you have received your final manuscript including the *nihil obstat* and *imprimatur* page from the Library:

- Go to <http://www.etedadmin.com/> and set up an account with ProQuest.
- Pay the required ProQuest fees, if any.
- Submit your dissertation.
- The Library Director reviews and approves each submission.

- If the dissertation does not meet the requirements in this manual, the submission may not be approved, and graduation may be delayed.
- Once the submission is approved, ProQuest publishes the abstract of your dissertation in its Dissertations and Theses Database
<http://www.proquest.com/en-US/catalogs/databases/detail/pqdt.shtml>.

The ProQuest ETD site has information and step-by-step instructions for each stage in the process. It will also inform you of any fees that you may be required to pay to publish the dissertation. There are optional fees to have ProQuest register your copyright with the Library of Congress Copyright Office and 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.

You may embargo (delay publication of) the dissertation for up to two years if you choose; however, the abstract is published immediately upon approval. You will receive notification as steps in the approval and publishing process are completed.

If you have questions or need assistance with the online submission process, consult with the Library Director.

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 Pontifical Faculty of Theology.

- 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.

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 copies of your manuscript and arrange for binding from a commercial bindery. Contact the Library for information on procedures and costs.

G. DISSERTATION CHECKLIST

- Submit dissertation proposal.
- Present at a dissertation colloquium.
- Write the dissertation.
- After review by the director, second reader, and third reader, submit the manuscript in Microsoft Word format to the USML Writing Center for review of formatting.
- Once you have made any necessary formatting changes and the USML Writing Center has approved the dissertation, distribute the corrected manuscript to your dissertation committee and schedule the dissertation defense.
- Defend the dissertation.
- Make corrections, if required.
- At least 30 days prior to Commencement, submit the corrected manuscript in Word format to the Library. The Library will coordinate with the Registrar to obtain the *nihil obstat* and *imprimatur*, and to obtain the required signatures on the Certification page.
- Upon receipt of the completed manuscript from the Library, including the *nihil obstat* and *imprimatur* page, publish the dissertation by submitting the electronic manuscript to ProQuest Dissertations Online through the ETD process. (You do not need to include a signed copy of the Certification page in the manuscript you submit to ProQuest.)

H. ADDITIONAL INFORMATION

Consult the most recent edition of the *University of Saint Mary of the Lake Bulletin of the Pontifical Faculty of Theology*, for complete information on degree and graduation 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 manual, please contact the Registrar or Library Director.

I. S.T.D. Dissertation Sample Pages

These samples are only for page formats specific to the doctoral dissertation. Refer to the samples in Chapter II. E of this manual for other optional pages.

General Instructions

- Format the pages exactly as illustrated below the line at the top of each sample page.
- 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.

S.T.D DISSERTATION TITLE PAGE

- Center text horizontally and vertically.
-

UNIVERSITY OF SAINT MARY OF THE LAKE

THE CHRISTOLOGY OF JOSEPH RATZINGER

A DISSERTATION SUBMITTED TO

THE PONTIFICAL FACULTY OF THEOLOGY

IN CANDIDACY FOR THE DEGREE OF

DOCTORATE IN SACRED THEOLOGY

DEPARTMENT OF DOGMATIC THEOLOGY

BY

REVEREND JOHN J. SMITH

MUNDELEIN, ILLINOIS

MAY 2008

S.T.D. 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 R. 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.

COPYRIGHT PAGE (optional)

If the copyright page is included, it is placed after the Abstract and before the Certification page. It is not numbered.

S.T.D. CERTIFICATION PAGE

CERTIFICATION

This certifies that the dissertation, *The Christology of Joseph Ratzinger*, submitted to the Pontifical Faculty of Theology of the University of Saint Mary of the Lake, 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.

Reverend Thomas A. Baima, M.B.A., S.T.D.
Professor
Thesis Director

Melanie Barrett, Ph.D., S.T.L., S.T.D.
Assistant Professor
Second Reader

Elizabeth Nagel, S.S.D.
President
Pontifical Faculty of Theology

Date

S.T.D. DISSERTATION NIHIL OBSTAT AND IMPRIMATUR PAGE

The Library will complete this page after the *nihil obstat* and *imprimatur* are granted.

Nihil Obstat

[Director's name]

[Second reader's name]

censores deputati

Imprimatur

Most Reverend Robert Casey

Vicar General

Archbishop of Chicago

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



UNIVERSITY OF SAINT MARY OF THE LAKE

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- I accept the terms of this agreement.

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Author Signature

Print name

Date