

New Orleans Baptist Theological Seminary

**Replace Text with Your Project Title,  
Using Headline-Style Capitalization**

A Final Project Proposal Submitted to  
the Faculty of the New Orleans Baptist Theological Seminary  
in Candidacy for the Degree of  
Doctor of Ministry

by

**Your Name**

New Orleans, Louisiana

Month 20##

## **Abstract**

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Your Name, DMin Candidate

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Abstract text begins here. Note that DMin and all other academic designations appear without periods or spaces in current Turabian form. Provide a succinct, descriptive summary of your proposal indicating your purpose, project model, and intended results. Use your project planning grid as a guide. Employ future tense for the proposal abstract and past tense for the report abstract. Go to the Home tab and turn on the paragraph symbol (¶) to identify nonprinting characters such as paragraph returns, spaces, page breaks, and section breaks. Also note that only one space is required between sentences, not two.

The title page counts as page i, and the contents page counts as page ii. But page numbers do not appear on preliminary pages that precede the table of contents. The table of contents now follows the abstract in Turabian 9. Since you only list document elements that follow the table of contents, the abstract will not appear on the contents page. Ensure that the abstract text is at least one hundred words long but not more than one page of text. You can highlight the abstract text and check the word count on the bottom-left side of your screen.

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## Chapter 1

### Description of the Ministry Setting and Need

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## Chapter 2

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## Chapter 3

### The Project Director

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## **Chapter 4**

### **Doctrinal Foundations**

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## Chapter 5

### Review of Alternative Programs

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## Chapter 6

### Ministry Resources

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## Chapter 7

### Description of the Project

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## Chapter 8

### Project Evaluation

Begin text here if you do not need subheadings in this chapter. Simply delete this text and replace with your text. Note that a section break (next page) appears at the end of this and all other chapters and appendixes. Turn on the paragraph symbol (¶) under the Home tab to view nonprinting characters like section breaks, periods, and spaces. Use care not to delete the sections breaks at the ends of these chapters and appendixes. Correctly formatted page numbers and footnotes depend on these section breaks.

In this template, page numbers and footnotes are formatted to conform to program requirements. For first pages of chapters, appendixes, and the bibliography, page numbers appear in the footer's center. Subsequent page numbers appear in the top-right corner of the pages' headers. Footnotes are set to appear beneath the text, not at the bottom of the page.<sup>36</sup> Footnotes also are set to renumber to 1 in each new chapter.<sup>37</sup> Note that this template automatically creates a full-size footnote reference number in the footer, followed by a period and a space. A line of space is set to appear after each footnote entry. All text, including page numbers and footnotes, appears as Times New Roman. The text and page numbers are set to 12-point font size—the same size as the main text. Footnotes may be set to 10- or 12-point font size provided they are the same size in each chapter.

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<sup>36</sup>. Sample footnote. DELETE ALL FOOTNOTES BEFORE YOU BEGIN.

<sup>37</sup>. See Turabian 9, Fig. 16.1: "Template for notes and bibliography entries."

Writers are familiar with *widow* and *orphan* errors in their documents. A *widow* error refers to a last line of a paragraph by itself at the top of a new page; an *orphan* error refers to a first line of a paragraph (or a subheading) by itself at the bottom of a page. Writers may not be familiar with the use of page breaks to fix these common formatting issues. To fix a *widow* issue, simply place a page break at the end of the second-to-the-last line of text to force the line that follow to the top of the next page. The *widow* is no longer alone at the top of the next page; two lines of text should now appear. To fix an *orphan* issue, place a page break at the end of the preceding paragraph. Be careful to choose a page break in these instances, not a section break. Also be careful to place the page break at the end of the preceding paragraph and not on the line below it. This end-of-paragraph, page-break placement ensures that no space appears below the last line of text and any footnotes that may follow.<sup>38</sup> These instructions employ first-person point of view; maintain third-person point of view in your document's text, unless you are referencing an action unique to yourself as the writer.<sup>39</sup>

### **First, Level-One Subheading**

Begin text here if you intend to use subheads in this chapter. Remember that you only use subheadings if you intend to subdivide the text at least two times. For more information on subheadings, also known as levels, go to Turabian 8, A.2.2.4. Remember

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<sup>38</sup>. Sample footnote. DELETE ALL FOOTNOTES BEFORE YOU BEGIN.

<sup>39</sup>. Formatting questions? See the [Chapter Sample](#), part of our [online resources](#).

that you only use subheadings if you intend to subdivide the text at least two times.

Remember that you only use subheadings if you intend to subdivide the text at least two times.

### **Second, Level-One Subheading**

Begin text here if you intend to use subheads in this chapter. Remember that you only use subheadings if you intend to subdivide the text at least two times. For more information on subheadings, also known as levels, go to Turabian 8, A.2.2.4. A Section Break (Next Page) follows this paragraph. Be careful not to delete this section break or accidentally add more section breaks to a chapter if you cut and paste. Again, you can see nonprinting characters like section breaks if you turn on the paragraph symbol (§) under the Home tab.<sup>40</sup>

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<sup>40</sup>. See the [seminary's style guide](#)—a great resource for biblical studies citations, like numbered commentaries, journals, and the *2000 Baptist Faith and Message*.

## **Appendix A**

**Insert Title Here,  
If You Choose to Use an Appendix Cover Sheet**

Add appendix contents here if you wish to use a cover sheet for **all** appendices. Use care not to delete the Section Break (Next Page) placed at the end of this page of text. This section break is key to page number placement. Turn on the paragraph symbol (¶) to identify nonprinting characters like section breaks.

## **Appendix B**

### **Insert Appendix Title Here**

Add appendix contents here if you will **not** be using a cover sheet for **all** appendixes. Use care not to delete the Section Break (Next Page) placed at the end of this page of text.

This section break is key to page number placement. Turn on the paragraph symbol (¶) to identify nonprinting characters like section breaks.

## **Appendix C**

**Insert Title Here,  
If You Choose to Use an Appendix Cover Sheet**

Add appendix contents here if you wish to use a cover sheet for **all** appendixes. Use care not to delete the Section Break (Next Page) placed at the end of this page of text. This section break is key to page number placement. Turn on the paragraph symbol (¶) to identify nonprinting characters like section breaks.



## **Appendix D**

### **Insert Appendix Title Here**

Add appendix contents here if you will **not** use a cover sheet for **all** appendixes. Use care not to delete the Section Break (Next Page) placed at the end of this line. This section break is key to page number placement. Turn on the paragraph symbol (¶) to identify nonprinting characters like section breaks.

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