Faculty of Protestant Theology

in cooperation with the

Centre for Religion and Society (ZERG)

University of Bonn (Rheinische Friedrich-Wilhelms-Universität Bonn)

Master's Programme in Ecumenical Studies

(Master of Arts)

Directives for the Composition of the Master's Thesis
In partial fulfillment of the requirements for the Master's Degree in Ecumenical Studies

The Purpose of the Master's Thesis

The master's thesis is a written assignment which should show that, within a given time, the student is able to independently utilize academic methodology and engage with a problem selected from the range of topics addressed in the respective program, to draw conclusions, and to articulate them in an appropriate manner.

The text of the master's thesis must be 10,000–12,000 words in length. This word count does not include the title page, table of contents, or bibliography, but it does include footnotes.

Please take careful note of §§ 18–20 of the Examination Regulations, which detail all the rules governing the submission and evaluation of the master's thesis.

Format of Title Page

- Top
  - Evangelisch-Theologische Fakultät – Zentrum für Religion und Gesellschaft, Supervisor name, Course Title (Master's Programme in Ecumenical Studies)
- Centre
  - Thesis Topic (Title)
- Bottom
  - Name, address, semester (e.g. Summer Semester 2014), telephone number, email address
  - The title page should also be addressed to the Examination Board, to which the thesis must be submitted upon completion.

Table of Contents

Each thesis is to include a table of contents outlining the sections of the thesis and stating the page number of each section. The numeration of the structure is to be adhered to consistently throughout the work, irrespective of the style chosen (e.g. I, II, III, etc.; A, B, C, etc.; or 1.1, 1.2, etc.). All section numbers and headings should occur in the text just as they appeared in the table of contents; the phraseology or style of numeration should not be altered.

Physical Presentation

The thesis should be printed on white, A4 paper in a standard font style and size (e.g. Times New Roman 12 pt. font, or comparable) with the line-spacing set at 1.5 (18 pt.). Left and right margins should be sufficiently wide (ca. 4 cm) to accommodate corrections and comments; top and bottom margins should be 2 cm wide. Pages should be single-sided, and all pages, excepting the title page, should be numbered consecutively.

When submitting the master's thesis, the student is to confirm in writing that he or she composed the thesis independently, that none other than the specified sources and aids were used, and that any and all citations have been properly marked. This applies to any and all pictures and tables included in the thesis. This written statement should be printed, signed, dated, and attached to the complete thesis when submitted.

Example: "I hereby certify that this submission is my own work, and that, to the best of my knowledge, it contains no material previously published or written by another person, except where due acknowledgment has been made in the footnotes and bibliography."

The hard copy of the thesis is to be examined before submission to ensure the quality and completeness of the printout. In addition, the work is to be submitted on a CD-ROM in ·.rtf, ·.pdf, or ·.doc format (permission to use other file formats must be secured from the examiner in advance).

Text

The text must be carefully edited for stylistic and grammatical accuracy. Precise and concise expression in required, as befits academic writing.

The final version of the thesis should only include content, observations, and research which are relevant to the assigned topic of the thesis.

The author's own analysis and evaluation is to be clearly distinguished from the arguments of the works cited in the thesis. The citation of secondary literature does not relieve the author of the responsibility of articulating his or her own argument or analysis.

Quotations are to be indicated through the use of single quotation marks (inverted commas: '/'); double-quotation marks (double-inverted commas: "/") should indicate quotations within the quoted text.

Block quotations (quotations of four lines or more) are to be indented from the surrounding text by an additional .5 cm, and written in 10 point font. Double quotation marks should not be used to demarcate block quotations.

Whole numbers up to twelve should be written out (e.g. 'There were eight people in the room', not 'There were 8 people in the room'). This does not apply to footnote numbers or page numbers.

Citations and Bibliography

Footnotes should be numbered consecutively throughout the thesis. The footnotes should state the place in which the cited title can be found, as well as any comment necessary to clarify the relevance of this citation. As appropriate, additional observations made in the sources in question may be mentioned or discussed, insofar as they are relevant to the topic of the thesis.

All footnotes should begin with a capital letter and end with a period.

The first time a secondary source is referred to in the thesis, the footnotes should include a full bibliographical citation for that source; in each subsequent citation, a short form of the citation is to be given. In addition, a full bibliography should be appended to the thesis (not to be included in the total word-count of the thesis). The footnotes and the bibliography are to adhere to the stylistic conventions of the R.M. Ritter, *Oxford Style Manual* (Oxford: Oxford University Press, 2003).[1]

One copy of the *Oxford Style Manual* has been checked out and will be available in the MESt office for your consultation (though when consulting the book we ask that you leave your student identification in the office in order to prevent the volume from being mislaid). In addition, a reference copy of the *Oxford Style Manual* will always be available at the Universitäts- und Landesbibliothek Bonn (call number H 4570).

Examples of proper citation of books, book sections, and journal articles are included here. For full details of the rules governing citation, and for details of how to cite materials of the sort not listed here, consult the *Oxford Style Manual*.

---

[1] This book is a republication of R.M. Ritter, *The Oxford Guide to Style* (Oxford: Oxford University Press, 2002), with the addition of R.M. Ritter, *The Oxford Dictionary for Writers and Editors* (Oxford: Oxford University Press, 2000). The former work may be consulted in lieu of the *Oxford Style Manual*.

Footnotes

Books (long form):

Author Full Name, *Book Title* (Series Title, Volume; City: Publisher) at specific page.

[1] Wolfram Kinzig, *Harnack, Marcion und das Judentum: nebst einer kommentierten Edition des Briefwechsels Adolf von Harnacks mit Houston Stewart Chamberlain* (Arbeiten zur Kirchen- und Theologiegeschichte, 13; Leipzig: Evangelische Verlagsanstalt, 2004) at 45.
[2] Markus Bockmuehl, *Seeing the Word: Refocusing New Testament Study* (Studies in Theological Interpretation; Grand Rapids: Baker Academic, 2006) at 34.
[3] Richard Bauckham, *Gospel Women: Studies of the Named Women in the Gospels* (London: T&T Clark, 2002) at 122.

Books (short form):

Author Surname, *Short Title*, page reference.

[1] Kinzig, *Harnack, Marcion und das Judentum,* 56.
[2] Bockmuehl, *Seeing the Word,* 23.
[3] Bauckham, *Gospel Women,* 16–32.

Journal Articles (long form):

Author Full Name, 'Article Title', *Periodical Title*, volume/issue (year), page range at specific page reference.

[1] Christopher M. Hays, 'Marcion vs. Luke: A Response to the *Plädoyer* of Matthias Klinghardt', *Zeitschrift für die neutestamentliche Wissenschaft und die Kunde der älteren Kirche,* 99 (2008), 213–32 at 220–21.
[2] Wolfram Kinzig, 'Polemics Reheated? The Reception of Ancient Anti-Christian Writings in the Enlightenment', *Zeitschrift für Antikes Christentum,* 13 (2009), 316–50 at 319.
[3] Michael Wolter, 'Erstmals unter Quirinius! Zum Verständnis von Lk 2,2', *Biblische Notizen,* 102 (2000), 35–41 at 38.

Journal Articles (short form):

Author Surname, 'Short Title', page reference.

[1] Hays, 'Marcion vs. Luke', 230.
[2] Kinzig, 'Polemics Reheated?', 345–50.
[3] Wolter, 'Quirinius', 39.

Book Sections (long form):

Author Full Name, 'Essay Title', in Editor's Name (ed.), *Book Title* (Series Title, Volume; City: Publisher), page range at specific page reference)

[1] Antti Marjanen, 'Is *Thomas* a Gnostic Gospel?', in Risto Uro (ed.), *Thomas at the Crossroads: Essays on the Gospel of Thomas* (Studies of the New Testament and Its World; Edinburgh: T&T Clark, 1998), 107–39 at 112.
[2] Christopher M. Hays, 'By Almsgiving and Faith Sins are Purged? A Critical Analysis of the Theological Underpinnings of Second and Third Century Christian Almsgiving', in Bruce W. Longenecker and Kelly Liebengood (eds.), *Engaging Economics: New Testament Scenarios and Early Christian Interpretation* (Grand Rapids: Eerdmans, 2009), 260–80 at 262.

Book Sections (short form):

Author Surname, 'Short Title', page reference.

[1] Marjanen, 'Gnostic Gospel?', 113.
[2] Hays, 'Sins are Purged?', 263.

Bibliography

Order bibliography entries alphabetically by the author's surname.

Note that authors' names are written "Name Surname" in footnotes (Michael Wolter), but in bibliographical entries they are written in the reverse order, "Surname, Name" (Wolter, Michael).

Bauckham, Richard (2002), *Gospel Women: Studies of the Named Women in the Gospels* (London: T&T Clark).
Bockmuehl, Markus (2006), *Seeing the Word: Refocusing New Testament Study* (Studies in Theological Interpretation; Grand Rapids: Baker Academic).
Hays, Christopher M. (2008), 'Marcion vs. Luke: A Response to the *Plädoyer* of Matthias Klinghardt', *Zeitschrift für die neutestamentliche Wissenschaft und die Kunde der älteren Kirche,* 99, 213-32.
—— (2009), 'By Almsgiving and Faith Sins are Purged? A Critical Analysis of the Theological Underpinnings of Second and Third Century Christian Almsgiving', in Bruce W. Longenecker and Kelly Liebengood (eds.), *Engaging Economics: New Testament Scenarios and Early Christian Interpretation* (Grand Rapids: Eerdmans), 260-80.
Kinzig, Wolfram (2004), *Harnack, Marcion und das Judentum: nebst einer kommentierten Edition des Briefwechsels Adolf von Harnacks mit Houston Stewart Chamberlain* (Arbeiten zur Kirchen- und Theologiegeschichte, 13; Leipzig: Evangelische Verlagsanstalt).
—— (2009), 'Polemics Reheated? The Reception of Ancient Anti-Christian Writings in the Enlightenment', *Zeitschrift für Antikes Christentum,* 13, 316-50.

Marjanen, Antti (1998), 'Is *Thomas* a Gnostic Gospel?', in Risto Uro (ed.), *Thomas at the Crossroads: Essays on the Gospel of Thomas* (Studies of the New Testament and Its World; Edinburgh: T&T Clark), 107–39.

Wolter, Michael (2000), 'Erstmals unter Quirinius! Zum Verständnis von Lk 2,2', *Biblische Notizen,* 102, 35-41.

Bibliography Software (for your convenience; use is optional)

Citavi (Available to download from Universität Bonn website; for PCs only)
http://www.hrz.uni-bonn.de/rechner-und-software/
pc-anwendungen/literaturverwaltung/citavi

The University Library offers workshops on using Citavi.

EndNote

The gold standard in the English-speaking world, but not cheap.

Refworks

A cheaper alternative to EndNote, but not as user-friendly.

Conduct Governing the Use of Internet Material

In contrast to books and journal articles, Internet content is often published without receiving the attention of an editor or a publishing company. Consequently, it is your responsibility to verify the reliability of online sources.

Websites from recognized research institutions (e.g. the Max-Planck Gesellschaft, the Luther-Gesellschaft) are legitimate and reliable sources of information, as are online versions of materials that have already appeared in print (e.g. *The Encyclopedia Britannica, Biographisch-Bibliographisches Kirchenlexikon, The New York Times*) and materials that appear on the homepages of university personnel (at least in relation to a scholar's own field of expertise). The case of the beloved internet encyclopedia "Wikipedia" is more difficult because it is a collaborative source. The entries can be written by people who are not experts on the subject in question; even if the general thrust of the article is reliable (or not 'flagged' by Wikipedia as requiring revision), various details may be inaccurate. The same goes for various essays of other graduate students one finds published online; even if the student received high marks on the assignment, their work may suffer from factual inaccuracies.

You may well elect to peruse such literature as a convenient introduction to the problem at hand and the pertinent scholarly literature. (The footnotes in Wikipedia, for example, do often include links to reputable academic web pages. If, however, you are not sure that web page is trustworthy, you should always resort to reputable print literature.) But internet research alone does not suffice for scholarly writing. It is strongly recommended that you derive

your argumentation and citation largely from recognized scholarly publications, primarily those which have appeared in print. Moreover, if you do utilize internet material, either via verbatim quotation or paraphrase, you are to adhere to the conventions of citation which govern printed literature, slightly adjusting the style to include the salient electronic details.

Footnoting Online Material

> Author name, 'Title of Article', *Title of Complete Work* [type of medium], (date created, published or post) <web address>, pagination, date accessed.

> R.M. Ritter, 'About the Oxford Guide to Style', *Oxford Editorial* [website], (updated 10 Oct. 2001) <http://www.ritter.org.uk/Oxford_Editorial/AboutOGS.html>, accessed 05 Dec. 2002.

> Barbara Quint, 'One Hour to Midnight: *Tasini* Oral Arguments at the Supreme Court', *Information Today* [online journal], 18/5 (May 2001) <http://www.infotoday.com/newsbreaks/nb010330-1.htm>, accessed 1 July 2010.

> Mahalon Smith, 'The Canonical Status of Q' [Essay from the *Jesus Seminar* Forum], (updated 05 Apr. 2008) <http://virtualreligion.net/forum/q_canon.html>, accessed 11 May 2010.