

Directives for the Composition of the Master's Thesis in partial fulfillment of the requirements for the Master's programs in Ecumenical Studies and Extended Ecumenical Studies

Faculty of Protestant Theology in cooperation with the

Centre for Religion and Society (ZERG)

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

Master's Programs in Ecumenical Studies and Extended Ecumenical Studies

(Master of Arts)

The Purpose of the Master's Thesis

- (1) The master's thesis is an examination in the form of a written assignment in which candidates are to demonstrate their ability to conduct research on, develop a solution for and appropriately present a problem from the field of the master's degree program "Ecumenical Studies" or "Extended Ecumenical Studies" within a specified period of time, on their own authority and using scientific methods.
- (2) Students must register their master's thesis with the examination board. The examination board shall announce the deadline by which a master's thesis must be registered for the candidate to complete the master's degree program within the standard period of study. As a rule, the topic of the master's thesis is issued
 - a. before the beginning of the second semester in the "Ecumenical Studies" degree program and
 - b. before the beginning of the third semester in the "Extended Ecumenical Studies" degree program.
- (3) When registering their master's thesis, students must indicate their choice of examiner for the master's thesis.
- (4) The topic for the master's thesis may be assigned by any examiner specified in § 9, para. 1, sentence 1; if the topic is to be set by another examiner specified in § 9, para. 1, sentence 2 or 4, the consent of the examination board shall be required. As a rule, the examiner who assigned the topic acts as supervisor of the master's thesis.

The text of the master's thesis must be a) **10,000 - 12,000 (Ecumenical Studies)** and b) **20,000-24,000 (Extended Ecumenical Studies)** 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 § 20 and § 21 of the Examination Regulations, which detail all the rules governing the submission and evaluation of the master's thesis.

Format of Title Page

Templates will be provided to all students.

- Top
 - Evangelisch-Theologische Fakultät – Zentrum für Religion und Gesellschaft, Supervisor name, Course Title (Master's Program in Ecumenical Studies/ Extended Ecumenical Studies)
- Centre
 - Thesis Topic (Title)
- Bottom
 - Name, address, semester, telephone number, email address
 - The title page should also be addressed to the Examination Office, 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.

Submission

Candidates shall submit their master's thesis in three copies in writing to the examination board along with a digital format suitable for electronic evaluation satisfying the examination board's requirements; a record shall be made of the time and date of submission. Candidates may not withdraw an already submitted master's thesis. Master's theses that are not submitted by the stated deadline shall be graded "Insufficient".

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.

Recommended Statement: '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.'

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.

The hard copy of the thesis is to be examined before submission to ensure the quality and completeness of the printout. The text must be carefully edited for stylistic and grammatical accuracy. Precise and concise expression is 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.

Citations and Bibliography

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 and analysis.

Footnotes

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

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*.

Books (long form):

Author Full Name, *Book Title* (Series Title, Volume; City: Publisher, Ed., year) 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, year), 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 in the order '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.

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.

Please, note: students will receive additional information on the rules and regulations for their major written and oral assignments to be composed during the Master's Program in Ecumenical Studies or Extended Ecumenical Studies in a separate tutorial in the winter semester.