



## *AGTS Doctor of Ministry Project*

# **Book Option Policy**

**1) Contract.** A participant who has a *contract in hand from a recognized publisher* (such as Baker Academic, IVP, Hendrickson, Zondervan, Eerdmans, etc.) may choose to do the “book option” instead of a traditional D.Min. Project. (Self-publishing is not a recognized option.)

**2) Project Design Class.** All participants taking the Book Option will still attend Project Design class at the appropriate point in their program; however, they will not be required to attend the Friday prospectus critique session (though they are welcome to sit in if they wish).

**3) Specifications required of a given publisher’s contract may not all be required by the D.Min. Department.** Confer with Project Coordinator on manuscript’s content.

**4) Additional components to the manuscript, such as a biblical-theological literature review, may be required by the D.Min. Department.** Confer with Project Coordinator on manuscript’s content.

### **5) Approval Process.**

\* **Editor.** Even though the publisher will provide the final editing before the book is published, your manuscript must be submitted to an approved D.Min. editor for AGTS formatting (see #7 below). For a May graduation, the book must be submitted to a D.Min. editor by the previous September 1 to allow sufficient time for editorial changes.

\* **Adviser.** Any additional components required by the D.Min. office (see #4 above) must meet with the approval of a project adviser. Confer with the Project Coordinator regarding the selection process for a project adviser. For a May graduation, the additional component must be submitted to your project adviser by the previous October 1 to allow sufficient time for adviser changes.

\* **Coordinator.** The project must meet with the approval of the Project Coordinator. For a May graduation, the book (and any additional components required) must be submitted to the Project Coordinator by the previous November 1 to allow sufficient time for Coordinator changes. Manuscripts received after November 1 will be subject to a late project fee (see D.Min. participant handbook for specifics).

\* **Publisher’s Signoff.** The publisher must send documentation to the AGTS D.Min. office verifying that the book manuscript is complete in its content and meets their approval. (This does not mean that the book needs to be *published* before a participant can graduate, however—only that the book meets with the publisher’s approval for proceeding with the publication process.)

# Book Option Policy (cont.)

**6) Doctoral-Level Quality.** It is expected that the book manuscript will give evidence of doctoral level research and writing.

**7) Format.** The book manuscript will be formatted by an AGTS editor into the project template format and must include the following components:

## Front Matter

- Cover page
- Copyright page
- Blank page (sign-off sheet) (This counts as Roman numeral iii but does not have the pg. # on it)
- Table of Contents pages (These pages are Roman numeral iv and following, with the page number at the bottom center of the page. More important than exact format is that the Contents clearly guide and prepare the reader for what is to follow.)
- Abstract
- Acknowledgments
- List of Tables/Illustrations/Figures, if any
- List of Abbreviations if applicable

## Sources Consulted

- Sources Consulted should be single-spaced with one blank line between each entry and placed at the very end of the project.
- Sources should be in Turabian 8th edition format.

**8) Copies for Binding.** Two “clean” hard copies (on 100% 20- or 24-lb. cotton paper) for binding purposes must be submitted to the D.Min. office no later than March 1. One copy will be presented to the participant at the D.Min. Symposium, one will be for the AGTS library. (Note: Though a participant may wish to provide the AGTS library with the publisher’s copy at its completion, the manuscript to be placed in the AGTS library upon graduation will be bound in the style of existing D.Min. Projects in the AGTS library.)

*Note: The full content of the book manuscript (and any additional components required) must be completed and in the format required by the D.Min. office before a participant can graduate. This is the case even if the publisher’s version is not printed until a later date.*