



AGTS Doctor of Ministry Project **Book Option Policy**

1) Contract. A participant who has a **contract in hand from a recognized publisher** 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. If the participant secures the contract prior to Project Design class, he or she is not required to take Project Design, and no additional elective is needed in lieu of Project Design. Rather, the doctoral project will be recorded as six credits (instead of three). If the participant receives the contract following Project Design, the Project will just be recorded as three credits as usual.

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) 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 #6 below). For a May graduation, the book must be submitted to a D.Min. editor by October 1 to allow sufficient time for editorial changes.

* **Adviser.** The final project 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 book must be submitted to your project adviser by November 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 must be submitted to the Project Coordinator by December 1 to allow sufficient time for Coordinator changes. Manuscripts received after December 1 will be subject to a late project fee (see D.Min. participant handbook for specifics).

* **Outside Reader.** Upon Coordinator approval, the project will be sent to an outside reader for final approval.

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

Book Option Policy (cont.)

6) 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.)

7) Format. Confer with the Project Coordinator regarding format necessary for the final AGTS library copy.

General format guidelines:

- a) Make use of the Project Template posted at <http://www.agts.edu/dmin/project/index.html>.
- b) Margins must be 1” all around, except 1.5” for left margin.
- c) Font must be Times 12

A book option 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
(This page is Roman numeral iv, 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 7th edition format.