These Guidelines have important information for you, from the planning stages of your thesis until your final submission. Read them thoroughly and keep them in a place where you can refer to them.

I. Introduction to the Thesis

A. DEFINING A THESIS

A thesis at Regent College is an extended written study that involves critical analysis and theological reflection upon a specific issue or concern and that provides a valuable contribution to knowledge. Its purpose is to hone students’ research skills and their ability to study independently.

A thesis may address an issue from the perspective of a particular theological discipline (e.g., biblical theology, systematic theology, historical theology, church history, spiritual theology) or through an interdisciplinary approach. Theses may consist of a case study in an area of applied theology, but in such instances they must offer considered theological reflection upon the implications of the study. They may also include a publishable book or novel, or some other non-traditional form, provided that a reasonable apparatus is submitted reflecting in a scholarly way on the work.

All theses are worth 12 credit hours and comprise between 30,000 and 45,000 words in length (inclusive of footnotes/endnotes, but exclusive of bibliography).

B. ASSESSMENT OF STUDENT ABILITY

In order to write a thesis, you must first be admitted to either the MA Theological Studies program or the Master of Theology program, and you must have a Grade Point Average (GPA) of at least 3.5. Also, the minimum passing grade for the thesis is a B.

Before committing yourself to writing a thesis, understand that thesis writing requires a good deal of personal initiative, discipline, and research and writing skills in order to persevere and to produce quality work. You will need to convince a potential supervisor that you have the ability to take on and complete such a task. Faculty are not required to supervise students whom they do not believe are adequately prepared for the task.
II. Initial Stages of the Thesis Project

A. APPLICATION TO THE MA THEO STUDIES OR THE THM PROGRAM

You must first apply and be admitted to the MA Theo Studies or ThM program before you can submit a thesis proposal. Admission and program requirements are described on the College’s website.

B. DECIDING ON A TOPIC AND APPROACHING A SUPERVISOR

If you wish to write a thesis and have a specific topic or area of interest in mind, meet with a member of the full-time faculty within the appropriate discipline to discuss the suitability of the topic and whether or not he or she would be willing to supervise you (note that faculty have a limited number of theses they are able to supervise at one time). As part of the discussion with the faculty member, you should share a recent copy of your transcript or grade report to show (i) what courses you have taken, (ii) that you have been admitted to the MA Theo Studies or ThM program, and (iii) that you have at least a 3.5 GPA. In a situation where a thesis covers two distinct areas of investigation, two co-advisors may be appointed.

C. ORIENTATION TO THESIS WRITING

If you have been admitted to the MA Theo Studies program or the ThM program, and you wish to write a thesis, you need to take the non-credit Thesis Orientation (GENR 301) which is offered at the beginning of each Fall and Winter term. You can register and pay for this in the same way as you would for any other course. This seminar has four sessions over four weeks and covers the following:

- the formulation of a thesis proposal
- on-campus library resources (e.g., the Reference Sections of libraries, the John Richard Allison Library, and the UBC Library for databases)
- research and writing methods
- the regulations governing the style, format, and process

D. PREPARATION AND SUBMISSION OF THE THESIS PROPOSAL

Once a faculty member has agreed to supervise your thesis, you will prepare a formal written proposal according to the guidelines in Gay and Stackhouse, “Elements of a Thesis Proposal.” Your proposal must be approved by your supervisor and then by the Thesis Proposal Approval Committee (TPAC). Be prepared to revise your proposal several times before submitting it to the Committee.

When your proposal is acceptable to your supervisor, you need to submit it to TPAC. To do this, follow these instructions:

- Have your supervisor sign the front page of your proposal.
• Print a Grade Report showing that you have a GPA of at least 3.5. You can access a Grade Report from within REGIS under the Academic heading; you can login to REGIS from the “Register for Courses” page under “Current Students” on the College’s website.

• Scan your proposal (with your supervisor’s signature) and your Grade Report, and send them together, by email, to TPAC@regent-college.edu, with the words “[your last name] Thesis Proposal” in the subject heading. Do this at least two weeks before a meeting of TPAC. See the College website (under Current Students/Final Projects) for upcoming meeting dates.

Once your proposal has been approved, you may register for the thesis (see below). Minor changes to the proposal should be discussed with your supervisor; substantial changes may require a re-submission of the proposal to TPAC.

Note that while TPAC tries to consider all proposals that have been submitted, there is a limited number that can be considered at each meeting. The Committee will also appoint a second reader to assist in grading the thesis upon submission. When your proposal is approved, the Committee will submit a copy to the Library for future consultation by students.

E. REGISTRATION FOR A THESIS

1. When You May Register

Once TPAC has approved your proposal, you may register for your thesis. You should register in the same term as when your proposal is approved, and this should be prior to the Thesis Registration Deadline which is one week before the end of the term (see Important Dates on the College website). If your proposal is approved towards the end of a term, then register for your thesis at the beginning of the following term (Fall, Winter, or Summer)—that is, by the Friday before the beginning of classes.

2. The Registration Process

Observe the following process for registering for and paying for your thesis:

• Submit a Thesis Registration Form, signed by your supervisor, together with a regular Course Registration Form or a Course Change Form to Reception.

• You may register for all 12 credits of your thesis in one term, or you may split the registration over two consecutive terms by registering 6 credits in each term. If you are doing the latter, note that you do not need to register for the second 6 credits; this will happen automatically, and you will need to pay for the tuition and fees by the payment deadline of that term (the Friday before the beginning of classes) in order to avoid late payment charges.

• The tuition will be payable either by the Payment Deadline for the term (i.e., the Friday before the beginning of classes), or at the time of registration, whichever is later.
NOTE: If you initially register your thesis in the Fall term—whether it is all 12 credits in the Fall or 6 credits in the Fall and 6 in the Winter—you will receive a tax receipt (T2202A: Tuition, Education, and Textbook Amounts Certificate) by the end of February for one quarter of the tuition amount paid in the Fall term. A T2202A for the balance of the tuition amount will be provided by the end of the following February. However, if you initially register your thesis in either the Winter or Summer term, you will receive a T2202A for the full tuition amount by the end of February of the following year.

3. Continuation Fees

You have three years to complete your thesis, dating from the first September after the initial registration of your thesis. Until you have completed your thesis, you will be assessed a $100 continuation fee (in addition to the registration fee) beginning in the first September after you register for your thesis, and again in subsequent Septembers. This will continue until you have completed and submitted your thesis or until your three-year time limit has expired.

If you have not completed within three years (dating from the first September after your initial registration), you will need to appeal, at least four months before the end of the three-year completion period, to the Academic Standards Committee to request an extension. Your appeal must include (i) a description of the progress you have made; (ii) an explanation of why you could not complete within the time limit; (iii) a schedule for how you plan to complete together with a proposed date of completion; and (iv) a supporting letter from your supervisor. Note that extensions are by no means guaranteed. If the Committee grants you an extension, you will be assessed a $500 per year extended continuation fee (in addition to the registration fee).

In addition, if you have not completed the MA Theo Studies program within the six-year time limit, or the ThM program within the five-year time limit, you will need to appeal to the Academic Standards Committee for a program extension, even if you are still within your three-year time limit for completing the thesis. If granted, you will be assessed, in addition to any other fees, a $100 per year program extension fee.

The refund policy for dropping a thesis is given on the College website (under Current Students/Pay your Tuition and Fees/Refunds and Account Adjustments).

III. Writing Your Thesis

It is your responsibility to arrange a work schedule with your supervisor. Map out a plan for the entire research project, including meetings with your supervisor, and set goals for submitting drafts of each chapter. The normal practice is for the student to submit a first draft to the supervisor chapter by chapter as they are being written. After the supervisor has read and commented on the first draft, and discussed it with you, you should revise your draft. You should be prepared to write several drafts of a thesis (or portions thereof) before they are acceptable to the supervisor.

Note that, with the prior approval of your supervisor, you may adapt work done in other courses
for your thesis. Such adaptation, however, must comprise no more than 20% of your thesis.

In the rare case when the student is not able, in the opinion of the supervisor, to complete the thesis to an acceptable standard, the supervisor may recommend that the student choose an alternative final project with which to complete their degree (e.g., a comprehensive exam (MA Theo. St.) or a major paper (ThM)). In this case, work that has already been completed for the thesis project might be able to be granted credit as a guided study.

You are required to conform your thesis to the format given in The Chicago Manual of Style, 16th ed. (Chicago: University of Chicago Press, 2010). In most cases, it will suffice to use the summary of The Chicago Manual of Style given in Kate L. Turabian, A Manual for Writers of Research Papers, Theses, and Dissertations, 8th ed. (Chicago: University of Chicago Press, 2013. Alternative formats may be used with the permission of the thesis supervisor.

The guidelines below give specific details for Regent College theses. These take precedence over The Chicago Manual of Style and Turabian. You are strongly advised to familiarize yourself with the various format issues below at the beginning of your writing in order to avoid an excessive amount of editing and proofreading cost at the end.

A. COMPONENTS OF THE THESIS

Your thesis must comprise between 30,000 and 45,000 words in length (inclusive of footnotes/endnotes, but exclusive of bibliography). The parts of the thesis should be presented in the following order (clearly, if you have no tables or illustrations, you will not require the pages relating to them):

1. Preliminary Pages:
   a. **Title Page:** Follow the format of the sample title page provided at the end of these guidelines (p.12). Give the title, your full name, your previous degree(s), the statement indicating the degree expected (and concentration for MA Theo Studies students), your supervisor’s name, and “REGENT COLLEGE // Vancouver, BC // [month and year of your graduation].”
   b. **Rights, Declaration, and Disclaimer Page:** Immediately following the title page is a page where you must (i) give the Regent College Librarian certain rights; (ii) declare that the work of the thesis is your own; and (iii) make clear that the views expressed are yours and not necessarily those of Regent College. The wording for this page is provided at the end of these guidelines (p.13). You must sign each bound copy of your thesis that is submitted to the College.
   c. **Abstract:** Each copy of the thesis must include an abstract as part of the “preliminary pages.” The abstract is a summary or condensation of the thesis; it states the problem, the methods of investigation followed, and the general conclusions. It should not normally exceed 350 words.
d. **Table of Contents:** Each thesis must have a table of contents setting forth all the principal topics or subdivisions (including bibliography, appendix(ices), and index, if any).

e. **List of Tables:** The next separate section is the list of tables. The tables are numbered consecutively with large (or upper case) roman numerals. For each table, the number of the table, its exact caption or title, and the number of the manuscript page on which it appears, are given.

f. **List of Figures or Illustrations:** If any illustrations or graphs are used, they are numbered with Arabic numerals and listed separately. If there are several illustrations of any one kind—for example, maps—it is proper to have a distinct series for them, numbered and listed separately.

g. **List of Abbreviations:** Abbreviations that are not recognized by a wide audience should be listed and defined. For common abbreviations that do not need to be defined, please see Chapter 24 of Turabian. Note: The SBL Handbook of Style is a useful resource for abbreviations in theological research.

h. **Acknowledgements:** This section should be a brief acknowledgement of assistance given to you in your research and writing.

2. Text

   a. **Introduction:** The introduction should present the purpose, methods, and scope of investigation.

   b. **Text, Illustrations and Plates:** Illustrations (including maps and plates) should either be of standard size (with allowance for margins), or (if larger than 6” x 9.5”) must be submitted flat. Small illustrations may be placed in the text. Tape must not be used in mounting photographs or illustrations.

   c. **Footnotes:** The number of footnotes should be reset at the beginning of each chapter. Footnotes should be indented like a new paragraph (including the number) and single-spaced within each entry, and single- or double-spaced between entries. They should follow the format in Turabian, as each entry requires specific punctuation, capitalization, and ordering of information.

3. Reference Materials

   a. **Appendix:** If an appendix is needed, it normally immediately precedes the bibliography.

   b. **Bibliography:** A full bibliography, as a very important part of the thesis, should follow the format in Turabian, as each entry requires specific punctuation, capitalization, and ordering of information. It should also be single-spaced, with double-spacing between the entries. The pagination is continuous with the text in Arabic numerals.
c. *Vita:* Each copy of the thesis should be accompanied by a brief biographical note (a paragraph or two) concerning the author. The “Vita” should *not* be paginated and should be the last page of the thesis.

**B. THESIS FORMAT**

1. **Typing**

   a. *Printing:* Print your theses on one side only of good quality (20 lb), white, 8.5 x 11 inch paper. The entire thesis must be printed on the same printer (with the same font), and care should be taken to ensure evenness of impression and colour.

   b. *Font:* Use Times New Roman font throughout; use 12-point size for main text, and 10-point size for footnotes.

   c. *Spacing:* Use double-spacing throughout the main text, except for block quotations, footnotes, and tables, all of which should be single-spaced. Also double-space, in the “preliminary pages,” the Rights of Publication and Loan and the Abstract, and at the end, the Vita. Use single-spacing for the Bibliography, with double-spacing between entries. Any quotation exceeding the length of four lines should appear as a block quotation (set in on the left margin but not on the right, single-spaced, same font and font size as the rest of the text, with no quotation marks).

   d. *Margins:* Keep a margin of at least 1.5 inches on the left of each page (the binding edge) and at least 1 inch on the other edges.

2. **Punctuation**

   Be sure you are familiar with the proper usage of all English punctuation (see the relevant sections of Turabian if in doubt). Three common mistakes students make concern the proper usage of the period, the ellipsis, and the dash.

   a. *Period:* Use one space, not two, following the final punctuation of a sentence.

   b. *Ellipsis:* There are two ways to use ellipses, either with the automatic spacing provided by a word processor (“ … ”), or three periods with manual spaces separating each (“ . . . ”). In each case, there is a space before and a space after the ellipsis. Whichever you choose, be consistent throughout your thesis.

   c. *Dash:* There are three types of dashes, each with a specific purpose:

      i. *Hyphen (-):* used in compound words and names (cross-cultural) and in adjectival phrases (face-to-face learning);

      ii. *En dash (–):* signifies “up to and including” or “through,” most often used with numbers, but sometimes with words as well (e.g., 2005–2006; chapters 16–18;
iii. *Em dash* (—): primarily sets off an amplifying or explanatory element (commas, parentheses, or a colon may perform a similar function). Like parentheses, if you have an opening em dash, you need a closing one (unless it leads to the end of the sentence). To avoid confusion, no sentence should contain more than two em dashes; if more than two elements need to be set off, use parentheses.

3. Pagination

Typewritten consecutive numbers should be used for each page. Small Roman numerals should be used for the “preliminary pages.” Arabic numerals should be used for the remainder of the thesis, including text, appendices and bibliography. Page numbers can be either centred at the bottom or placed in the top right corner of the page. For pages with major headings, page numbers should always be bottom centre.

4. Headings

All major headings (such as Abstract, Preface, chapter titles, Bibliography, etc.), except Table of Contents, begin 2 inches from the top of the page. However, the Table of Contents begins 1 inch from the top of the page. All major headings should be in capitals. Text should consistently begin 2 double-spaced lines beneath the heading.

5. Language

Theses may be presented in languages other than English if (i) a supervisor and a second reader are available; (ii) the proposal and subsequent correspondence are in English; and (iii) a summary of the thesis is prepared in English.

Where you use foreign words in your thesis, you are expected to have enough competence in the foreign language(s) in order to spell and use the words correctly. You should also be aware that extensive use of foreign language words may increase the cost of proofreading.

**IV. Completing Your Thesis**

Your thesis is considered to be complete (from the perspective of ongoing continuation fees) once you have submitted a final draft to the satisfaction of your supervisor, and once you have submitted three bound copies to the College (Reception). You are strongly advised to complete your thesis while at Regent. Experience has shown that students who plan to complete their thesis after leaving Regent often face serious challenges in terms of time and availability of resources which prevent them from finishing.

If you are completing in the Winter term and intending to graduate, be aware of the following deadlines:
• Apply for graduation by January 31. This can be done online.

• Submit your thesis to your supervisor by January 31 for grading.

Note carefully the following steps to complete your thesis:

   a. **Grading:** When your supervisor is satisfied with your thesis, he or she will send it to the second reader and together they will assign a grade. They may also require you to make further revisions. Should the supervisor and second reader not be able to agree upon a grade, the matter shall be referred to the Academic Dean for resolution.

      A supervisor may request a *viva voce*—an oral defense—of a thesis. Such a defense may be held before the two examiners only, or be opened up to all faculty members, students, and the general public and advertised as such. The normal format of such a defense will be: the student will recapitulate the central points of his/her thesis, the examiners will question and comment on specific points in question, and (at the discretion of the chair) the members of the audience may also be allowed to question the candidate. An oral exam taken by a student in conjunction with a thesis may not lower but only raise the final grade of the thesis.

   b. **Proofreading:** If you received a grade of B+ or higher, once you have completed all revisions required by your supervisor, your next step is to have the thesis proofread by a College-approved proofreader. The Student Services Office can provide you with the names of some competent proofreaders who charge modest rates (for a list of names, send an email to theses@regent-college.edu). You will need to submit both your marked-up copy and your corrected copy back to the proofreader to ensure the corrections have all been made.

   c. **Signatures:** Have your supervisor and second reader sign the title page. If you are working from a distance, you may be able to facilitate this by emailing a pdf version of your title page to your supervisor and second reader for them to sign and return to you. Otherwise, you will need to arrange for them to sign in person. Also, be sure to sign the rights, declaration, and disclaimer page yourself.

   d. **Printing & Binding:** Once you have completed the proofreading process and have had the necessary signatures applied, have your thesis bound by Rasmussen Bindery & Centennial Book Binders. Use the online order form on their website: www.rasmussenbindery.com/thesis_order/thesis_orderForm.html. You may either deliver paper copies directly to them to be bound, or you may upload a pdf file of your thesis for them to print and bind. Either way, you will still use the online order form.

      i. Number of copies: You need THREE bound copies for the College—two for the Library and one for your supervisor—plus as many copies as you want for yourself.


      iii. Spine Lettering: (i) Title: leave blank; (ii) Name: give your first name and last
name, in that order, in CAPITAL LETTERS; (iii) Degree: “MA Theo Studies,” or “ThM”; and (iv) Year of graduation: give the year of your graduation.

iv. Front Cover Stamping: Write the full title of your thesis in upper and lower case letters. Note that the binders can accommodate italics and certain diacritics that are used in some languages (e.g., accents), but you should check with them first if you have foreign language words in your title (e.g., they cannot handle Greek or Hebrew letters). Also, we do not include the Regent logo on the cover.

v. Printing: Fill out as needed. Select single-sided and 20 lb paper.

vi. Courier: If you want the binders to ship your thesis copies by courier to multiple addresses, please contact the binders directly by phone or email. Copies send to Regent College should be addressed to the Student Services Office.

Note the estimated time required for processing, and plan your work accordingly in order to meet the final submission deadline for graduation.

e. Final Submission: Submit THREE bound copies of your thesis, either in person to Reception or by courier/mail to the Student Services Office, by the Thesis Submission Deadline in April (see Important Dates on the College’s website).

f. TREN: If you received a grade of A- or higher, submit your thesis for archiving with the Theological Research Exchange Network (TREN):

   i. Complete and scan a “Distribution Agreement for TREN” form (attached below). Save the pdf file as “[your last name] TREN Form.”
   ii. Save a pdf version of your entire thesis (one file) in a file named “[your last name] Thesis for TREN.”
   iii. Send the two of these files, as attachments in one email, to theses@regent-college.edu. Indicate in the email whether or not you want TREN to register your copyright with the US Copyright Office (see below).

TREN is a library of theses and dissertations for others to use. By submitting your work to TREN, you are granting them the right to display, copy, and sell your work. You, however, remain the copyright holder, and you are free to use your work as you wish.

TREN also offers a service (for a fee) of registering your copyright with the US Copyright Office. As the author, you are the copyright holder. The benefit of registering your copyright is (i) it creates a public record so that other people have a means of contacting you to ask for your permission if they wish to use part of your work, and (ii) it is required if you ever needed to bring suit against someone for violating your copyright. It is your choice whether to register your copyright or not. If you would like to take advantage of this, (i) get a certified cheque, bank draft, or money order for USD $75 made payable to TREN (i.e., NOT to Regent College) and send it to Regent College, attn.: Student Services; and (ii) notify Student Services that you are sending a cheque when you send the pdf copy of your thesis to theses@regent-college.edu.
Note: Occasionally it happens that in the rush at the end of Winter term, some thesis students will have submitted their work and will have received a grade but will be unable to submit their bound copies to the College by the submission deadline. In such a situation, we allow students to process in the Convocation, but they will not technically graduate until they submit their bound copies to the College; at that time they may collect their graduation certificate from the Student Services Office.
JESUS’ CONCERN FOR THE POOR:
AN INVESTIGATION OF THE SOCIOLOGICAL DYNAMICS
IN THE MINISTRY OF JESUS

by

ELLEN INNES CORMACK
BA, University of British Columbia, 2006

A THESIS SUBMITTED IN PARTIAL FULFILMENT
OF THE REQUIREMENTS FOR THE DEGREE
OF MASTER OF ARTS (THEOLOGICAL STUDIES)
with a concentration in
NEW TESTAMENT

______________________________
Supervisor: [typed name]

______________________________
Second Reader: [typed name]

REGENT COLLEGE
Vancouver, BC
April 2015
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In presenting this thesis in partial fulfillment of the requirement for an advanced degree at Regent College, I agree that the Library shall make it freely available for reference and study. I further agree that permission for extensive copying of this thesis for scholarly purposes may be permitted by the Librarian. It is understood that copying or publication of this thesis for financial gain shall not be allowed without my written permission.

DECLARATION OF AUTHENTICITY

This is to certify that:
• the content of this work is my own;
• any assistance I have received in preparing this work has been explicitly acknowledged within this work;
• this work has not been submitted for any other course, degree, or other academic purpose without the permission of the supervisor; and
• I have read the College’s policy on plagiarism and confirm that I have properly cited, by the use of quotation marks, block indents, footnotes, and bibliography, all sources that I have used.

Furthermore, I declare that while it is acceptable for students to seek editorial help, all of the research, analysis, argument, and conclusions are my own.

DISCLAIMER STATEMENT

The views expressed in this work are those of the student and do not necessarily reflect the views of the supervisor(s) or of Regent College.

By signing below I agree to all of the above.

[signature]
[typed student name]
Author Profile

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   (last name)
   ________________________________
   (first name) ________________________________
   (middle name)

2. Year of Birth ________________________________

3. Country of Citizenship ________________________________

4. Present Mailing Address ________________________________
   __________________________________________
   __________________________________________

5. Future Mailing Address ________________________________
   __________________________________________
   __________________________________________

Effective on ________________________________ (date)

6. Email Address ________________________________

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1. Degree Nomenclature ________________________________ (Abbreviation for Degree)

2. Degree Date ________________________________ (As Authorized by Institution)

3. Full Name of School Granting Degree
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1. Exact Title of Thesis/Dissertation as it Appears on Your Title Page
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AGREEMENT

The author and the Theological Research Exchange Network (TREN), having a place of business at Portland, Oregon, hereby agree as follows for the publication of the submitted manuscript by TREN.

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In consideration of making my work available to students and others, I hereby grant to TREN the non-exclusive worldwide right to reproduce, distribute, display and transmit the work (in whole or in part) in such tangible and electronic formats as may be in existence now or developed in the future. TREN shall have the right to retain the master negative microform of the thesis/dissertation for this purpose. I retain all rights to publish and/or sell my manuscript by any means at any time except for reproduction from negative microform.

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2. If your thesis/dissertation has not already been registered for copyright, would you like TREN to register it on your behalf?

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Subject to compliance with other provisions of copyright law, persons eligible to secure U.S. copyright include citizens of the United States, persons domiciled in the United States at the time of first publication of their work, and citizens of foreign countries entitled to U.S. copyright under treaty, convention, agreement, or proclamation to which the United States is a party.

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