

THE FBC STYLE GUIDE FOR RESEARCH AND WRITING

2019-2020

Udaipur

INTRODUCTION

Courses at Filadelfia Bible College involve writing of research papers, reports, reviews, and thesis. Students are to follow a uniform style when citing the sources used in the bibliography and in-text citation. Uniformity is also expected in format and typesetting details, as well as for abbreviations.

The FBC Style Guide is produced for the purpose of standardizing academic work at FBC. It adapts the *MLA (Modern Language Association of America) Handbook for Writers of Research Papers 7th edition* for in-text citation and bibliography.¹

The FBC Style Guide provides examples of the most common types of in-text citation and bibliography and provides general guidelines for typesetting and page format. In case the citation examples do not cover a specific source, then the *MLA Handbook* can be referred to from the FBC library.

The FBC Style Guide will be updated as and when necessary.

Academic Dean,
Filadelfia Bible College,
January 2020

¹ Please note that the students are required to follow the **7th Edition** of the MLA Style of Citation.

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I. ABBREVIATIONS FOR BIBLICAL BOOKS

a. Old Testament (OT)

Gen. Exod. Lev. Num. Deut. Josh. Judg. Ruth 1 Sam. 2 Sam. 1 Kings 2 Kings 1 Chron. 2 Chron. Ezra Neh. Esther Job Ps. (*pl. Pss.*) Prov. Eccles. (*or Qoh.*) Song of Sol. (*or Cant.*) Isa. Jer. Lam. Ezek. Dan. Hosea Joel Amos Obad. Jon. Mic. Nah. Hab. Zeph. Hag. Zech. Mal.

b. New Testament (NT)

Matt. Mark Luke John Acts Rom. 1 Cor. 2 Cor. Gal. Eph. Phil. Col. 1 Thess. 2 Thess. 1 Tim. 2 Tim. Titus Philem. Heb. James 1 Pet. 2 Pet. 1 John 2 John 3 John Jude Rev.

II. TECHNICAL ABBREVIATIONS

c./cent. century	lit. literally
ca. circa	loc. cit. <i>loco citato</i> , in the same place cited
cf. <i>confer</i> , compare	LXX Septuagint
ch./chs chapter/s	MS/MSS manuscript/s
diss. Dissertation	op. cit. <i>opera citato</i> , in the work cited
e.g. <i>exempli gratia</i> , for example	MT Masoretic Text (of the OT)
Eng. English	n./nn. note/s
etc. <i>et cetera</i> , and the rest	N.B. <i>nota bene</i> , note carefully
e.g. example	no./nos number/s
f./ff. following	NT New Testament
Gk. Greek	OT Old Testament
HB Hebrew Bible	p./pp. page/s
Heb. Hebrew	v./vv. verse/s
i.e. <i>id est</i> , that is	viz. <i>videlicet</i> , namely
ibid. <i>ibidem</i> , in the same place	vol./vols volume/s
idem the same	
incl. inclusive	
vs. versus	

III. TIME DESIGNATIONS

Spell out the names of months in the text but abbreviate them in the list of works cited, except for May, June, and July. Whereas words denoting units of time are also spelled out in the text (*second, minute, week, month, year, century*), some time designations are used only in abbreviated form (*a.m., p.m., AD, BG, BGE, GE*).

AD -after the birth of Christ (from the Latin *anna Domini* 'in the year of the Lord'; used before numerals ["AD 14"] and after references to centuries ["twelfth century AD"])

a.m. - before noon (from the Latin *ante meridiem*)

Apr. - April

Aug. - August

BC - before Christ (used after numerals ["19 BC"] and references to centuries ["fifth century BC"])

BCE - before the common era (used after numerals and references to centuries)

CE - common era (used after numerals and references to centuries)

cent. - century

Dec. - December

Feb. - February

Fri. - Friday

hr. - hour

Jan. - January

Mar. - March

min. - minute

mo. - month

Mon. - Monday

Nov. - November

Oct. - October

p.m. - afternoon (from the Latin *post meridiem*)

Sat. - Saturday

Sep. - September

Sun. - Sunday

Thurs.- Thursday

Tues. -Tuesday

Wed.-Wednesday

wk. -week

yr. -year

IV. GENERAL GUIDELINES

- a. Your list of references should begin on a separate page, with the title "**Works Cited**".
- b. Arrange entries **alphabetically**, using the last name of the author. If no author is given, alphabetize by the title, eliminating any initial A, An, or The.
- c. Begin each entry at the left margin. Indent the following lines one-half inch from the left margin.
- d. **Double-space** within each entry, and between each entry.
- e. Follow carefully the punctuation, underlining, and capitalization in the examples.
- f. Shorten the name of the publishing company by eliminating articles (A, An, or The), business abbreviations (Co., Inc., Ltd.), and descriptive words (Books,

House, Press). However, when citing a **University Press**, add the abbreviation "UP" (Ohio State UP). If the publisher's name is the name of one or more persons, cite the first surname only (Abrams).

V. IN-TEXT CITATION

Examples for in-text citations are based on...

Modern Language Association. *MLA Handbook for Writers of Research Papers*. New York: MLA, 2009. Print.

A. Parenthetical references

- a. A proper citation/reference in the MLA style consists of two parts—**In-Text Citation** and **Works Cited**. Both parts are necessary for a citation/reference to be complete. Incomplete or partial citations/references are often categorized as unintentional/indirect plagiarism.
- b. The list of Works Cited at the end of your paper tells your reader what resources you used to write your paper. **To avoid plagiarism** or taking credit for ideas that are not your own, you must also indicate in the text of your paper precisely what is borrowed from a source and where to locate that information in the source.
- c. The **in-text citation usually appears in parentheses** and corresponds directly to an entry in your list of Works Cited.
- d. The **author's last name and the page number** are usually enough to indicate the location in the source.
- e. If the author's name is used in the sentence, do not repeat it in the citation.

Author's name in the text	Ramesh had expressed that the market changed in the 17th century (91-92).
Author's name in reference	... Ramesh's view on economic growth is not widely embraced among Historians (Ambedkar 9).
Multiple authors of a work	The literature also indicates (Sharma and Rawat 231) that modest improvements have been made to training programs.
Two locations	Gupta's market and democracy theory do have merit (91-92, 261).
Two works cited	(Kumar 38; Kohli 198)
References to volumes and pages	(Rajkumar 4: 19-22)
Corporate authors	(V.T Prabhu Group, 2009 Annual Report 36-39)
Work with no author	(<i>Time</i> 22)

B. Book with One Author

Author's last name, First name and Middle initial [if available]. *Italicize Title*.
Publication Location: Publishing Company, Year. Print.

Example:

Koenig, Gloria. *Iconic LA: Stories of LA's Most Memorable Buildings*. Glendale:
Balcony, 2000. Print.

C. Book with Two Or Three Authors

First author's last name, First name and Middle initial [if available], Second author's
First name and Last name, and Third author's First name and Last name.
Italicize Title. Publication Location: Publishing Company, Year. Print.

Example:

Landau, Robert, and John Pashdag. *Outrageous L.A.* San Francisco: Chronicle, 1984.
Print.

D. Book with More Than Three Authors

First author's last name, First name and Middle initial [if available], et al. *Italicize
Title*. Publication Location: Publishing Company, Year. Print.

Example:

Gebhard, David, et al. *A Guide to Architecture in San Francisco & Northern
California*. Santa Barbara: Peregrine, 1973. Print.

E. Book with Editor's & No Author

Editor's last name, First name and Middle initial [if available], ed. *Italicize Title*.
Publication Location: Publishing Company, Year. Print.

Example:

Weisser, Susan Ostrov, ed. *Women and Romance: A Reader*. New York: New York
UP, 2001. Print.

F. Book with Author & Editor

Author's last name, First name and Middle initial [if available]. "Title of Work in
Quotations." *Italicize Book Title*. Ed. Editor's First name Middle initial [if
available] and Last name. Publication Location: Publishing Company, Year.
Pages. Print.

Example:

Sheppard, Michael. "Assessment: From Reflectivity to Process Knowledge."
*Handbook for Practice Learning in Social Work and Social Care: Knowledge
and Theory*. Ed. Joyce Lishman. London: Jessica Kingsley, 2007. 128-137.
Print.

G. Book with Two Editor

Editor's last name, First name and Middle initial [if available], Editor's First name
Last name, eds [editors]. *Title of Book*. Publication Location: Publishing
Company, Year. Print.

Example:

Townsend, Tony, and Richard Bates, eds. *Handbook of Teacher Education: Globalization, Standards and Professionalism in Times of Change*. Dordrecht: Springer, 2007. Print.

H. Anthology (Essay, short story, poem, or other work that appears within a collection of literary pieces)

Author's last name, First name and Middle initial [if available]. "Title or Description of the Essay/Short Story/Poem." *Italicize Title of Book*. Editor or Compiler (write Trans., Ed., or Comp.). Ed. or Comp. First name Last name. Publication Location: Publishing Company, Year. Print.

Example:

Orwell, George. "Such, Such Were the Joys." *The Art of the Personal Essay: An Anthology from the Classical Era to the Present*. Ed. Philip Lopate. New York: Anchor-Doubleday, 1994. Print.

I. Reference Books

If the article or entry is signed, place the author's name first; if it is unsigned, give the title first. For well-known reference works, it is not necessary to include full publication information. Include only the title of the reference source, edition, and date of publication.

J. Encyclopedia

"Title of Article or Entry." Title of Reference Work. Edition. Year. Format.

Example:

"Los Angeles." *The New Encyclopaedia Britannica: Macropaedia*. 15th ed. 1998. Print.

K. Dictionary – signed

Author's last name, First name and Middle initial. "Title of Article or Entry." Title of Reference Work. Editor's First name and Last name. Edition. Number of volumes in sets. Publication Location: Publishing Company, Year. Format.

Example:

Turner, Thornton F. "Mission." *A Dictionary of Architecture and Building*. Ed. Russell Sturgis. 1st ed. 3 Vols. New York: Macmillan, 1902. Print.

L. Article from a newspaper

Author's last name, First name and Middle initial. "Title of Article." *Italicize Title of Newspaper* Day Month Year of publication, edition: page number(s). Format.

Example:

Ourossoff, Nicolai. "Enduring Legacy: How the Spanish Missions Still Shape Modern California." *Los Angeles Times* 7 Sept. 1997, home ed.: B2+. Print.

M. Article from a popular magazine

Author's last name, First name and Middle initial. "Title of Article." *Italicize Title of Magazine* Day Month Year of publication: page numbers. Format.

Example:

Mezrich, Ben. "To Live and Die in L.A." *Wired* May 2003: 131-135. Print.

N. Article from a scholarly journal with continuous pagination

Author's last name, First name and Middle initial. "Title of Article." *Italicized Title of Journal* volume.issue [if available] (year): page number(s). Format.

Example:

Faragher, John Mack. "Bungalow and Ranch House: The Architectural Backwash of California." *Western Historical Quarterly* 32.2 (2001): 149-173. Print.

O. Article from an online full-text database

Author's last name, First name and Middle initial. "Title of Article." *Italicize Title of Journal*. Volume number. Issue [when issue n. is available] (year): page range. *Italicize Name of Database*. Format. Day Month Year [when accessed].

Example:

Kellogg, Craig. "Looks Count." *Interior Design*. 74.3 (2003): 208-213. *Academic Search Elite*. Web. 24 Dec. 2009.

P. Webpage

Name of Author, Compiler, Director, Editor etc. of the work. "Title of the work." *URL title*. Publisher or sponsor of the site (if not available use N.p.), Date of publication (day, month, and year, as available: if nothing is available, use n.d.). Format. Date of access (day, month and year).

Example:

Matthews, Kevin. "W. E. Oliver House." *Greatbuildings.com*. Architecture Week Great Buildings Collection, 2010. Web. 19 Jan. 2020.

Q. Online Book

Author's Last Name, First Name Middle Initial. *Italicize Title of Work*. Edition [If Applicable]. Publication of Publication: Publisher, Year. *Online Library or Retrieved Source*. Web. Date of access.

Example:

Stevenson, Robert Louis. *Treasure Island*. London: Cassell & Company, 1883. *Google Book*. Web. 25 Dec. 2019.

R. eBook

Author's Last Name, First Name Middle Initial. *Italicize Title of Work*. Edition. Place of Publication: Publisher, Year. *Name of Database*. Web. Date of access.

Example:

Heffron, Sean. *The Skinny on Your First in College*. Westport: Rand Media, 2011. *eBook Academic Collection (EBSCOhost)*. Web. 14 Jan. 2020.

VI. TYPESETTING FORMAT AND GENERAL GUIDELINES

These guidelines must be followed for assignment and thesis submissions. Typesetting format, page set-up and other specifications for the main text.

a. For an assignment

Font: Times New Roman

Font size: 12 pt

Spacing: 1.5

Margins: Top and bottom 1.0 inch; sides 1.0 inch

Text: Align left

Paragraphs: Start each paragraph flush with the left margin (no indent). Leave a line space between paragraphs.

Pagination: Place page numbers at the bottom right.

Language: English (United Kingdom)

b. For a Thesis

Make the following changes from the format for an assignment:

Margins: Top and bottom 1.0 inch; outer margin 1.0 inch; inside margin 1.5 inches.

c. For a Dissertation

Use Roman numerals for Preliminary Pages only. Count from the Title Page, but show pagination only from Signatory (Declaration) Page onwards.

From Chapter One onwards, use Arabic numeral pagination, starting from 1.

d. Footnotes

Font size 10; single spacing; flush against left margin; text aligned left; no line space between entries.

e. Bibliography

Font size 12 pt; 1.5 spacing.

For longer bibliographies, arrange in the following order:

Books

Articles

Unpublished Works

f. Electronic/Online Sources

Within the category, arrange authors alphabetically; indent after the first line of any given entry. If there are multiple works by a single author, arrange the works in ascending order according to the year of publication, i.e., starting with the earliest publication.

If you wish, you may also arrange your sources in the categories, Primary Sources, and Secondary Sources. The latter category will be sub-divided into the ones above. For short papers with fewer bibliographical elements, you can integrate the bibliography alphabetically on one page.

g. Biblical Languages Fonts

For Greek and Hebrew, it is highly recommended to use the Unicode font. When copy-pasting Hebrew texts from Bibleworks, Accordance or similar electronic sources, ensure that the accents and cantillation marks are removed unless specifically required.

VII. RESEARCH PAPER GUIDELINES

a. Research Paper Format

The mechanical format of a Research Paper includes three categories of material: (i) The Preliminaries, (ii) The Text of the Research Paper, and (iii) the Reference Material. These sections occur in the following order, although not every assignment includes all of the items listed in each category.

b. The preliminaries

Title Page

Table of Contents

(These pages are numbered in small Roman numerals, viz., i, ii, iii... Numbering begins with the Title Page but is shown only from the Table of Contents. See sample in Appendix 2.)

c. The text of the research paper

Introduction with the statement of purpose of the research paper

Body of the research paper, appropriately divided into sections

Summary conclusion

(Arabic numerals, viz., 1, 2, 3, etc. begin with the text of the research paper and continue through to the end of the reference material.)

d. The reference material

Appendix or Appendices (if any)

Index or Glossary (if any)

Bibliography

VIII. THESIS FORMAT

The mechanical format of a dissertation includes three categories of material: (i) The Preliminaries, (ii) The Text of the Thesis, and (iii) the Reference Material. These sections occur in the following order, although not every thesis includes all of the items listed in each category.

a. The preliminaries

Title Page

Signatory Page

Declaration (sample in Appendix 2)

Preface or Acknowledgements (optional)

Table of Contents (sample in Appendix 2)

List of Tables (if any)

List of Illustrations (if any)

Abbreviations

(These pages are numbered in small Roman numerals, viz., i, ii, iii... Numbering begins with the Title page but is shown only from the Signatory Page.

b. The text of the thesis

Introductory Chapter

Report of the study, appropriately divided into chapters (usually 5-6) and sections

Summary Chapter

(Arabic numerals, viz., 1, 2, 3, etc. begin with the introductory chapter and continue through the rest of the thesis.)

c. The reference material

Appendix or Appendices (if any)

Index or Glossary (if any)

Bibliography

IX. HEADINGS FOR RESEARCH PAPER

Headings follow the decimal outline system and may go down to four levels: the major heading, followed by a sub-heading of the first degree, followed by sub-headings of the second degree, followed by sub-headings of the third degree. Each level of heading is characterized by a particular font and style. For a research paper, it is usually desirable to restrict the sub-headings to three levels as shown in the example below (Sub-heading of the Second Degree):

1. HEADING OF SECTION

1.1 Sub-heading of the First Degree

1.1.1 Sub-heading of the Second Degree

a. Headings for a Thesis

Headings follow the decimal outline system and may go down to four levels: the major heading, followed by a sub-heading of the first degree, followed by sub-headings of the second degree, followed by sub-headings of the third degree. Each level of heading is characterized by a particular font and style. Please keep within these four levels. **Do not move beyond the fourth level.** The major heading for any given chapter follows the number of the chapter.

Thus, chapter 1 will be:

1. CHAPTER ONE HEADING

1.1 Sub-heading of the First Degree (second level)

1.1.1 Sub-heading of the Second Degree (third level)

1.1.1.1 Sub-heading of the Third Degree (fourth level)

Example of Chapter 3 will similarly be:

3. CHAPTER THREE HEADING

3.1 Sub-heading of the First Degree

3.1.1 Sub-heading of the Second Degree

3.1.1.1 Sub-heading of the Third Degree

b. Quoting Scripture

A Scripture reference may be accommodated immediately after quotation marks, followed by the full stop: “By faith Abel offered up to God a sacrifice more acceptable than Cain’s” (Heb. 11:4).

c. Block Quotations

When quoted material exceeds four lines, the quotation is set off from the rest of the text in a block. A single tab may be used for this.

Please note that:

- (i) Quotation marks are *not* used for block quotations.
- (ii) The font size is reduced to 11 while continuing with 1.5 spacing.
- (iii) A citation is placed immediately following the punctuation. **For example:**
Monotheism is a word coined in comparatively modern times to designate belief in the one supreme God, the Creator and Lord of the world, the eternal Spirit, All-powerful, All-wise, and All-good, the Rewarder of the good and the Punisher of evil, the Source of our happiness and perfection. It is opposed to Polytheism, which is a belief in more gods than one, and to Atheism, which is disbelief in any deity whatsoever. In contrast with Deism, it is the recognition of God's presence and activity in every part of creation.
- (iv) Scripture texts set off in this manner should conclude with punctuation, followed by the reference in parentheses. For example,
The crowd answered him, “We have heard from the law that the Messiah remains forever.... Who is this Son of Man?” Jesus said to them, “The light is with you for a little longer. Walk while you have the light, so that the darkness may not overtake you. If you walk in the darkness, you do not know where you are going. While you have the light, believe in the light, so that you may become children of light.” After Jesus had said this, he departed and hid from them. (John 12:34-36).

d. Italics

Italics are used *only* for foreign words or for emphasis. Thus, E.g., *in situ* (Latin); *hesed* (Hebrew); *parousia* (Greek); *sanathana dharma* (Sanskrit); *ummah* (Arabic); *Sitz im leben* (German).

e. Scripture References: Indicating Separation and Range

Scripture references are separated by *semi-colons* when taken from *different books*. E.g.,
Isa. 34:1; Jer. 31:10; Mal. 1:6.

When taken from the *same book*, use *commas* to mark separation. E.g., John 3:16, 4:5, 6:6; 1 Pet. 1:4. Note the special case of Psalms when used in the plural. E.g., Pss. 1:3; 12:6.

When indicating a range of text, use a hyphen. E.g., Ps. 1:3-6.

The books of the Bible are generally spelled out when in the running text.

E.g.: The final chapters of Romans offer practical advice to the Church.

E.g.: The verse, 1 Corinthians 5:6, is considered to be a key to understanding the letter.

When listing several Bible passages in the running text, then the use of abbreviations is appropriate.

E.g.: Several NT passages talk about the love of God: John 3:16; Rom. 5:8, Rom. 8:37-39, and Eph. 2:4-5.

f. Dashes and Hyphens

Please distinguish between hyphens (e.g., first-century writer) and dashes (e.g., “I know who you are—the Holy One of God!”). Note that there is *no space* on either side of a hyphen or dash.

NOTE: All students must have an “academic honesty” paragraph.

The paragraph should read:

I declare that this assignment is my own unaided work. I have not copied it from any person, article, book, website or other forms of storage. Every idea or phrase that is not my own has been duly acknowledged. [name, and date]

APPENDICES

Appendix-A

A BOOK REPORT ON

GORDON FEE'S BOOK *HOW TO READ THE BIBLE FOR ALL ITS WORTH*

Submitted to

Faculty name

in partial fulfilment of the requirements of the course

Subject name – Code name

Deadline for submission: 18 Feb, 2019

Date of submission: 18 Feb, 2019

Expected word count: 1500-1800

Actual word count: 1780

By

Student's name

M.Div.- III/B.Th.- III/ Dip.Th- II/C.Th.-II

Enrolment number -2018/10

15th February 2019

FILADELFIA BIBLE COLLEGE, UDAIPUR

Note: Page number is not needed on the cover page, but it will be counted.

Appendix-B

AN ARTICLE REPORT ON

VIVEK SHARMA'S *PERILS OF SOCIAL MEDIA*

Submitted to
Faculty name

in partial fulfilment of the requirements of the course
Subject name – Code name

Deadline for submission: 18 Feb, 2019
Expected word count: 1500-1800

Date of submission: 18 Feb, 2019
Actual word count: 1780

By

Student's name

M.Div.- III/B.Th.- III/ Dip.Th- II/C.Th.-II

Enrolment number -2018/10

18th February 2019

FILADELPHIA BIBLE COLLEGE, UDAIPUR

Note: Page number is not needed on the cover page, but it will be counted.

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Appendix-D

THESIS PROCEDURE

Step I: Choosing the topic

The Candidates have to choose a subject of his/her own interest and submit to the Instructor.

Step II: Preparing a Thesis Proposal

The students have to prepare a Thesis Proposal and submit to the instructor. It must include the following

- a) **Rationale:** It should explain why such a topic is chosen for the research.
- b) **The Problem:** it must say what is going to be researched out. Demonstrate the actual issue that is being dealt with.
- c) **Significance of the Problem:** Say in what way his/her study is important.
- d) **Purpose:** Talk about the objectives of the study. What are you going to achieve through the attempt?
- e) **Limitations:** State about the scope of the study in terms such a time, place, church, subject, and biblical writer.
- f) **Methodology and Source:** Describe how the study will be conducted; such as library research project, field research and the like. Mention the possible sources of the research; such as libraries.
- g) **Procedure:** Say how he/she is going to complete the study. Give a possible schedule of the attempt.

Step IV: Presenting the Thesis Proposal

Candidates have to present their thesis proposal before the faculty members and the students, as per the schedule. They should be prepared enough to defend their position, and it is necessary to accept the corrections given.

Step V: Submitting the Corrected Proposals

Candidates have to incorporate the suggestions given during the time of presentation and make the necessary corrections accordingly and prepare the second proposal in a computerized format. It has to be submitted to the faculty within a week after the presentation.

Step VI: Appointing the Mentor

Soon after the approval of the thesis proposal, a Mentor will be appointed to each student to supervise him/her in the study. Every student is advised to discuss with the mentor regularly until he/she completes the research. Each chapter is to be submitted separately and get it approved. The thesis writing will not be approved if the student is not receiving a minimum B+ grade in the thesis proposal evaluation. In such a case, he/she has to do two additional courses (3 credit each) in place of a thesis.

Step VII: Submitting the Final Draft

The final draft of the thesis must be made in the prescribed format in bound form, along with a written assurance that the contents of the thesis have not been used previously anywhere else, either for publication or as a requirement for any degree or research program. Submit 3 copies of his/her thesis on or before 10th February, without any failure.

Step VIII: Evaluating the Thesis

The Mentor (first evaluator) and second evaluator will read and grade the thesis. However, the final grade will be awarded by the Academic Council.

Appendix-E

A THESIS PROPOSAL

Submitted to
Faculty name

in partial fulfilment of the requirements of the course

Subject name – Code name

Deadline for submission: 18 Feb, 2019

Date of submission: 18 Feb, 2019

Expected word count: 1500-1800

Actual word count: 1780

By

Student's name

M.Div.- III/B.Th.- III/ Dip.Th- II/C.Th.-II

Enrolment number -2018/10

15th February 2019

FILADELFIA BIBLE COLLEGE, UDAIPUR

Note: Page number is not needed on the cover page, but it will be counted.

Appendix-F (Thesis Cover and Title Page)

**A STUDY ON THE ADVENT, GROWTH AND IMPACTS OF
CHRISTIANITY IN BHUTAN**

A Thesis submitted
in partial fulfilment of the requirements for the Degree

MASTER OF DIVINITY

SOM RAJ TAMANG

FILADELFIA BIBLE COLLEGE

March 2019

(Not to be included in the page numbers)

Appendix-G (Sample of Thesis Signatory page)

This Thesis entitled

**A STUDY ON THE ADVENT, GROWTH AND IMPACTS OF
CHRISTIANITY IN BHUTAN**

by

Som Raj Tamang

submitted in partial fulfilment of the requirements for the Degree of

MASTER OF DIVINITY

has been read and approved by the undersigned

appointed for the purpose by the

FILADELFIA BIBLE COLLEGE, UDAIPUR

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Academic Dean: Name, M.Th, (Ph.D.)

Registrar: Name, Ph.D.

Principal: Name, Ph.D

March 2019

(Not to be included in the page numbers)

Appendix-H

DECLARATION

1. I hereby declare that this Thesis has been my own work in its entirety that the work of which it is a record has been done by myself under the guidance of a supervisor.
2. No part of this Thesis has been submitted to any other educational institution in any previous application for any degree.
3. All quotations of three lines or less have been denoted by single quotation marks; quotations of more than three lines have been indented in single space, and that source of information, in both cases, has been specifically acknowledged.

Som Raj Tamang

(Not to be included in the page numbers)

Appendix-I
Sample Questionnaire

May 02, 1998

Wessly Lukose
SAIACS
Kothanur
Bangalore- 560 077

Dear Sir,

I am doing my Master's Degree in Religion. In partial fulfillment of the requirements for the degree, I am doing research on the religiosity of the Urban Middle Class in Indore. I request you to supply me with the following information. I assure you that I will keep all the information in strict confidentiality.

Thanking you,

Yours truly,

(Signature)

(Wessly Lukose)

Address:

(After answering the given questions, please hand over it to the researcher or send to the above address as early as possible)

QUESTIONNAIRE

(Pick tick [√] your answer in the box provided)

PART- A (General Information)

01. Name in Full: _____
02. Father's Name: _____
03. Gender: Male [] Female []
04. Age: Below 25 []
- 25- 30 []
- 30- 35 []
- 40- 45 []
- 45- 50 []
- 50 & above []
05. Are you married: Yes [] No []
06. Mother tongue: _____
07. Other Language you know: _____
08. Educational Qualification: _____
09. Professional Qualification: _____
10. Occupation: _____

PART- B (Personal & Family)

01. Native Place: Urban [] Semi-urban [] Village []
02. What motivated you to come to Indore:
- | | |
|---------------------|-----|
| Transfer of Job | [] |
| Educational reasons | [] |
| Business purpose | [] |
| Marriage | [] |
| Family ties | [] |
| Any other | [] |
03. In your family:
- | | |
|---------------------------|-----|
| Husband and Wife work | [] |
| Husband and children work | [] |
| Only husband work | [] |
| Only wife work | [] |
04. The type of accommodation you possess:
- | | |
|-----------------------|-----|
| Rented | [] |
| Own | [] |
| Quarters | [] |
| Sharing with somebody | [] |
05. House appliances do you have:
- | | |
|--------|-----|
| Fridge | [] |
|--------|-----|

- Washing machine
- Radio
- TV
06. Communication means do you have:
- Telecommunication
- Internet
- E-mail
- Fax
07. Have you got a vehicle? Yes No
- If yes, specify:
- Two wheeler
- Four wheeler
- Heavy
- All
08. Is there, anybody else in your family than your spouse and children: Yes
- No
- If yes, specify:
- Parents
- In-laws
- Brother/s
- Sister/s
- Relative/s
- Friend/s
09. In your family the role of your wife:
- Equal to husband
- Superior to husband
- Inferior to husband
10. Primary education of your children are/were in:
- Public institutions
- Private institutions
- If private, run by:
- Religious institutions
- Charitable tests
- Any other
- If religious, specify:
- Hindus
- Muslims
- Christians
- Sikhs
- Any other
- If Christian, why:
- Their commitment

PART-C (Religion)

01. In matters of religion, you are:

- Very religious
- Average
- Not interested

02. You go for worship:

- Regularly
- Only during festivals and rituals
- When need arises
- Never

03. In your observation, your children are:

- More religious
- Less interested
- Only on your pressures
- Not bothered

04. After coming to Indore, your religiosity:

- Increased
- Decreased
- Unchanged

If increased, why:

- More opportunities
- Influence of others
- Pressures of life
- Any other

If decreased, why:

- Shortage of time
- Lack of interest
- Find more values in other matters
- TV consumes times
- Spending much time for teaching children
- No opportunity
- Any other

05. Your attitude to other religion:

- Very open
- Very narrow
- Flexible

06. Your opinion about Christianity specifically:

- Very practical
- More approachable

Accommodative
Do not know much

If do not know, why:

Not interested
Did not get a chance to know
Any other reasons

07. Have you ever attended any Christian function: Yes No
If yes, why:

Invited by neighbors/ friends/ relatives
Personal interest
Particular need
Accidentally
Any other

If no, why:

Not yet a chance
Not opportunity in our surroundings
Not interested

08. What is your understanding about Christ:

A good teacher
A religious leader
One of the incarnations/nabis
The only savior
The healer
The only way to heaven

PART-C (social)

01. Since how long you are in city of Indore:

Less than 5 years
5- 10 years
10- 20 year
More than 20 year

02. Are you observing any changes since then:

If yes, what are they?

Industrial
Technological
Educational
Cultural
Communication
Religion
Any other

03. In your opinion what are the Urban problem in Indore:
- Shortage of drinking water
 - Accommodation
 - Unemployment
 - Cultural breakdown
 - Pollution
 - Communal riots
 - Racial tensions
04. After coming to this city your custom and traditional value become:
- Strong
 - Weak
 - Flexible
 - If week/ flexible, why:
 - Relationship with others
 - Education
 - Matter of survival/existence
 - Any others
05. Your family life in the city is: Secured Not secured
06. The changes in family life due to urban set up:
- Family ties lessened
 - Family ties strengthened
 - Unchanged
07. In your observation, do you find any development in community relationship in the three generation (your parents, yourself and your children):
- Yes
- No
08. Do you find any changes in your children due to urbanization:
- Yes
- No
- If yes, what spheres:
- Relationship
 - Values
 - Languages
 - Dress
 - Habits
 - Religion
09. Where do you have more close friends:
- Working place
 - Club
 - Religious community
 - Neighboring society
 - Any other
10. The influence of media on you are: Positive Negative

If negative, how?

- | | |
|------------------------------------------|--------------------------|
| Consumes precious time | <input type="checkbox"/> |
| Make children addicted | <input type="checkbox"/> |
| Make children more violent and corrupted | <input type="checkbox"/> |
| Degrades moral values | <input type="checkbox"/> |

11. Do you think that media have a negative impact on your children: Yes
No

If yes, they should be trained by giving them:

- | | |
|-------------------------|--------------------------|
| A different environment | <input type="checkbox"/> |
| Media education | <input type="checkbox"/> |
| Spiritual teaching | <input type="checkbox"/> |

12. Suppose any crisis arises, your immediate approach is:

- | | |
|-----------|--------------------------|
| Political | <input type="checkbox"/> |
| Religion | <input type="checkbox"/> |
| Any other | <input type="checkbox"/> |

PART-D (Economic and political)

01. Monthly income

- | | |
|---------------|--------------------------|
| Below 5,000 | <input type="checkbox"/> |
| 5000- 10,000 | <input type="checkbox"/> |
| 10,000-15,000 | <input type="checkbox"/> |
| above 15,000 | <input type="checkbox"/> |

02. Much of your money go for:

- | | |
|--------------------------------|--------------------------|
| Entertainment | <input type="checkbox"/> |
| Clothing | <input type="checkbox"/> |
| Property and other investments | <input type="checkbox"/> |
| Politics | <input type="checkbox"/> |
| Business | <input type="checkbox"/> |
| Religious matters | <input type="checkbox"/> |
| Any other | <input type="checkbox"/> |

Here, what is the influencing factor?

- | | |
|-----------------------|--------------------------|
| TV | <input type="checkbox"/> |
| Advertisement | <input type="checkbox"/> |
| Personal interest | <input type="checkbox"/> |
| Prestige issues | <input type="checkbox"/> |
| Pressures from others | <input type="checkbox"/> |
| Life security | <input type="checkbox"/> |
| Any other | <input type="checkbox"/> |

03. Are you interested in politics: Yes [] No []

 If yes:

 Very much []

 Not much []

04. Do you hold any position in your party: Yes [] No []

Date:_____

Signature:_____