

# DMin Project Document Preliminary Pages Rubric

## ABSTRACT

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
<b>The Problem</b>	A clear one sentence statement of the purpose of the study.	A statement of the purpose of the study.	The statement of the purpose lacks clarity.	There is no statement of the purpose.
<b>The Method</b>	A <b>clear, concise</b> description of the subjects and their pertinent characteristics and the intervention that was employed.	A description of the subjects and their pertinent characteristics and the intervention that was employed.	A description of the intervention is given, but it is unclear.	The intervention is not explained.
<b>The Results</b>	A <b>clear, concise</b> report of the research findings.	A report of the research findings.	The report of the research findings is unclear.	No research findings are reported.
<b>Conclusions</b>	A <b>clear and concise</b> list of conclusions, implications, recommendations, and applications.	A list of conclusions, implications, recommendations, and applications.	The list of conclusions, implications, recommendations, and applications are unclear.	No conclusions are given.
<b>Format</b>	The abstract follows the format given in Exhibit B of <i>Andrews Standards for Written Work</i> .	There is 1 formatting error.	There are 2 formatting errors.	There are more than 2 formatting errors.

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Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
<b>Abstract Title Page</b>	The abstract title page follows the format given in Exhibit A of <i>Andrews Standards for Written Work</i> .	There is 1 formatting error.	There are 2 formatting errors.	There are more than 2 formatting errors.
<b>Title of the Study</b>	The title matches the title given on the title page of the project document.	There is a <u>slight difference</u> between the title on the title page and the one on the abstract title page.	There is <u>significant difference</u> between the title on the title page and the one on the abstract title page.	The title on the title page is not related to the one on the abstract title page.
<b>Language Conventions</b>	There are no spelling errors.	There is 1 spelling error.	There are 2 spelling errors.	There are 3 or more spelling errors.
<b>Page Numbering</b>	Abstract pages have no numbers, and are not counted	Page number on 1 Abstract page.	Page number on 2 Abstract pages.	Page number on 3 or more Abstract pages.

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## Title Page

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
<b>Required Components</b>	All of the required components of the title page are included: (1) the name of the university and particular department, (2) title of the study, (3) the degree for which the paper is submitted, and (4) the author's name and date. See Exhibit D in <i>Andrews University Standards for Written Work</i> .	1 of the components is missing.	2 of the components is missing.	More than 2 of the components are missing.
<b>Length</b>	The title is 12 words or less.	The title is 13-15 words.	The title is 16-18 words.	Guidelines for title length are not followed.
<b>Necessary Descriptors</b>	The title contains the necessary descriptors of what you are doing, with whom, and where you are doing it.	The descriptor of where is missing from the title.	2 descriptors are missing from the title, but it still give some sense of what the project is about.	The title does not relate to the project.
<b>Purpose</b>	Clearly points the reader to the focus of the proposal.	Suggests the focus of the proposal.	The reader has to read the project document to understand the title.	The title is misleading.

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<b>Category</b>	<b>4.00 Target</b>	<b>3.00 Needs Improvement</b>	<b>2.00 Incomplete</b>	<b>1.00 Unacceptable</b>
<b>Format</b>	The page is formatted correctly according to <i>Andrews University Standards of Written Work</i> , Exhibit D.	There is 1 spacing or placement error.	There are 2 spacing or placement errors.	There are 3 or more spacing or placement errors.
<b>Language Conventions</b>	There are no spelling errors	There is 1 spelling error.	There are 2 spelling errors.	There are 3 or more spelling errors.
<b>Page Numbering</b>	Title page is page i, but has no number on it.	Page number on Title page.	Page number on Title page and in wrong place.	Page number on Title page, and is wrong number.

# DMin Project Document Preliminary Pages Rubric

## Copyright Page

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
<b>Format</b>	The page is formatted correctly according to <i>Andrews University Standards of Written Work</i> , p. 8, with the copyright placed in the middle of the page.	There is 1 formatting mistake.	There are 2 formatting mistakes.	There are more than 2 formatting mistakes.
<b>Language Conventions</b>	There are no spelling errors.	There is 1 spelling error.	There are 2 spelling errors.	There are 3 or more spelling errors.
<b>Page Numbering</b>	Copyright page is not counted, and has no number on it.	Page number on Copyright page.	Page number on Copyright page and in wrong place.	Page number on Copyright page and is wrong number.

# DMin Project Document Preliminary Pages Rubric

## Approval Page

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
<b>Format</b>	The page is formatted correctly according to <i>Andrews University Standards of Written Work</i> , Exhibit H.	There is 1 formatting mistake.	There are 2 formatting mistakes.	There are more than 2 formatting mistakes.
<b>Title of the Study</b>	The title matches the title given on the title page of the project document.	There is a <b><u>slight difference</u></b> between the title on the title page and the one on the approval page.	There is a <b><u>significant difference</u></b> between the title on the title page and the one on the approval page.	The title on the title page is not related to the one on the approval page.
<b>Language Conventions</b>	There are no spelling errors.	There is 1 spelling error.	There are 2 spelling errors.	There are 3 or more spelling errors.
<b>Page Numbering</b>	Approval Page is page ii, but has no number on it.	Page number on Approval page.	Page number on Approval page and in wrong place.	Page number on Approval page and is wrong number.

# DMin Project Document Preliminary Pages Rubric

## Dedication Page (Optional)

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
<b>Length</b>	Brief	½ to ¾ of a page	Over ¾ of a page	Over 1 page
<b>Pagination</b>	If this page is included, it is numbered as page iii at the bottom of the page and centered.	The page number is not in the proper place on the page.	The wrong page number is given <u>or</u> no page number is given.	The wrong page number is given <u>and</u> no page number is given.
<b>Language Conventions</b>	There are no spelling errors.	There is 1 spelling error.	There are 2 spelling errors.	There are 3 or more spelling errors.
<b>Page Numbering</b>	Dedication page is page iii, and is counted (if used). All page numbers are at the bottom and centered.	Incorrect page number on Dedication page.	Page number on Dedication page is in wrong place.	Page number on Dedication page is wrong number and in wrong place.

# DMin Project Document Preliminary Pages Rubric

## Table of Contents

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
<b>Inclusion of Chapter Subheads</b>	The first three levels of subheading must be reflected in the table of contents, and it may include the fourth level. The page numbers for each subhead level must coincide with the page numbers on which they appear in the chapters.	There is an omission of 1 subhead and/or 1 page number is incorrect.	There is an omission of 2 or 3 subheads and/or 2 or 3 page numbers are incorrect.	There is an omission of 3 or more subheads and/or 3 or more page numbers are incorrect.
<b>Format</b>	The page is formatted correctly according to <i>Andrews University Standards of Written Work</i> , Exhibit K.	There is 1 formatting mistake.	There are 2 formatting mistakes.	There are more than 3 formatting mistake.
<b>Pagination</b>	If no dedication page is included, then the table of contents is labeled as page iii on the bottom of the page and center. If there is a dedication page, then the appropriate page number is iv.	The page number is not in the proper place on the page.	The wrong page number is given <u>or</u> no page number is given.	The wrong page number is given <u>and</u> no page number is given.



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Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
<b>Leader Dots</b>	Leader dots line up with the dots above and below, every entry has at least one leader dot, and numbers line up flush right.	There is 1 formatting error with the leader dots.	There are 2 formatting errors with the leader dots.	There are more than 2 formatting error with the leader dots.
<b>Language Conventions</b>	There are no spelling errors.	There is 1 spelling error.	There are 2 spelling errors.	There are 3 or more spelling errors.
<b>Page Numbering</b>	First TOC page is page iii if there is no Dedication page; it is page iv if there is a Dedication page.	Incorrect page number on first TOC page.	Several TOC page numbers incorrect.	All TOC page numbers incorrect.

# DMin Project Document Preliminary Pages Rubric

## List of Illustrations (If Necessary)

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
<b>Number of Illustrations</b>	Two or more illustrations (or figures) are in the text and, thus, a list of illustrations is included which lists all of the illustrations/figures in the text.	One illustration or figure from the text is not included in the list.	Two illustrations or figures from the text are not included in the list.	Two or more illustrations or figures are in the text, but no list of illustrations is included, or 3 or more illustrations or figures are not included in the list.
<b>Format</b>	The page is formatted correctly according to <i>Andrews University Standards of Written Work</i> , Exhibit L.	There is 1 formatting mistake.	There are 2 formatting mistakes.	There are more than 2 formatting mistakes.
<b>Language Conventions</b>	There are no spelling errors.	There is 1 spelling error.	There are 2 spelling errors.	There are 3 or more spelling errors.
<b>Page Numbering</b>	List of Illustrations page is numbered as the first roman numeral after the last TOC page.	Incorrect page number on List of Illustrations page.	Page number on List of Illustrations page is in wrong place.	Page number on List of Illustrations page is wrong number and in wrong place.

# DMin Project Document Preliminary Pages Rubric

## List of Tables (If Necessary)

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
<b>Number of Tables</b>	Two or more tables are in the text and, thus, a list of tables is included, which list all of the tables in the text	One table from the text is not included in the list.	Two tables from the text are not included in the list.	Two or more tables are in the text, but no list of tables is included, or 3 or more tables are not included in the list.
<b>Format</b>	The page is formatted correctly according to <i>Andrews University Standards of Written Work</i> , Exhibit L.	There is 1 formatting mistake.	There are 2 formatting mistakes.	There is more than 2 formatting mistakes.
<b>Language Conventions</b>	There are no spelling errors.	There is 1 spelling error.	There are 2 spelling errors.	There are 3 or more spelling errors.
<b>Page Numbering</b>	List of Tables page is first roman numeral after the last page of the List of Illustrations. (If they are short enough, both lists can be on the same page.)	Incorrect page number on List of Tables page.	Page number on List of Tables page is in wrong place.	Page number on List of Tables page is wrong number and in wrong place.

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## List of Abbreviations (If Necessary)

<b>Category</b>	<b>4.00 Target</b>	<b>3.00 Needs Improvement</b>	<b>2.00 Incomplete</b>	<b>1.00 Unacceptable</b>
<b>Use of Abbreviations</b>	There are abbreviations used in the text (excluding biblical books) and a comprehensive list of those abbreviations is provided.	One abbreviation from the text is not included in the list.	Two abbreviations from the text are not included in the list.	Three or more abbreviations are not included in the list or no list is provided for the abbreviations in the text.
<b>Format</b>	The page is formatted correctly according to <i>Andrews University Standards of Written Work</i> , Exhibit M.	There is one formatting mistake.	There are 2 formatting mistakes.	There are more than 2 formatting mistakes.
<b>Language Conventions</b>	There are no spelling errors	There is one spelling error.	There are 2 spelling errors.	There are 3 or more spelling errors.
<b>Page Numbering</b>	List of Abbreviations page is first roman numeral after the last page of the List of Tables.	Incorrect page number on List of Abbreviations page.	Page number on List of Abbreviations page is in wrong place.	Page number on List of Abbreviations page is wrong number and in wrong place.

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## Preface/Acknowledgements (Optional)

Category	4.00 Target	3.00 Needs Improvement	2.00 Incomplete	1.00 Unacceptable
<b>Format</b>	The page is formatted correctly according to <i>Andrews University Standards of Written Work</i> , Exhibit N.	There is one formatting mistake.	There are 2 formatting mistakes.	There are more than 2 formatting mistakes.
<b>Language Conventions</b>	There are no spelling errors.	There is one spelling error.	There are 2 spelling errors.	There are 3 or more spelling errors.
<b>Page Numbering</b>	Acknowledgements page is first roman numeral after the last page of the List of Abbreviations.	Incorrect page number on Acknowledgements page.	Page number on Acknowledgements page is in wrong place.	Page number on Acknowledgements page is wrong number and in wrong place.