

# JORDAN UNIVERSITY COLLEGE

A Constituent College of St. Augustine University of Tanzania, Mwanza  
Owned & Operated by the Society of the Divine Savior (SDS – Salvatorians)  
P. O. Box 1878, Morogoro, Tanzania – East Africa

**Department of Theology**  
**12<sup>th</sup> November, 2016**

## **Guidelines for Students and Lecturers from the Departments of Theology and Philosophy, For Effectiveness and Productivity in Composing an Essay**

*(Each student from 2<sup>nd</sup> year of Philosophy and 3<sup>rd</sup> of Theology should be given this Guideline as soon as possible to learn and follow these given steps. In result, while searching for a supervisor at the middle of the academic year, he/she should bring a proposal of an essay, composed according to this Guideline)*

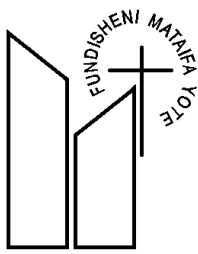
*Important Note:* An Essay is a scientific work, and for that reason it should be written according to norms prescribed by Jordan University College and the Pontifical Urbanianum University of Rome.

An essay should be considered as a contribution to particular gap in the knowledge and/or for deepening the existed science. In consequence, it should avoid any form of text compilation, copying and plagiarism.

### **Guidelines for Philosophy/Theology Students**

Before starting a search for you possible future supervisor, you should do the following:

1. **Read** documents (Ecclesiastical/Philosophical), books, articles or other elaboration which are connected with the particular branch of theology/philosophy that might become the area of your study.
2. Try to compose **a title** that will indicate specifically the problem you would like to elaborate in the essay.
3. Explain logically **what do you want to achieve** through your essay and how/because of what it is going to enrich future readers of your essay.
4. **Write some questions** that will guide you in the process of searching for references, and will help you to find answers at the end of your work.
5. **Explain in short an origin (statement of the problem)** of the area of your study
6. Give a short **personal motivation** that raise your interest over the chosen topic.
7. **Specify the branch (area)** of *theology* within which your topic might be elaborated (dogmatic, fundamental, biblical, pastoral, etc.) or philosophy (metaphysics, epistemology, logic/methodology, ethics, etc.)
8. **Indicate the aim of your study** (avoid any descriptive form of language. Be specific and go straight to the point)
9. **Specify the general objective** of your study.
10. **List some specific objectives** related to the general objective
11. Propose and describe in short the **scientific method** (eg. Analytic, Descriptive, etc.) which you are going to employ within the essay.
12. Build the **basic part of bibliography** (book of references) - at least 10 books and articles that are available for you (JUCO Library and Reading Room, E-Books, Congregation Library, JSTOR, etc.), and not just copied from internet or other publications.



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Please, keep in mind that the **primary sources in theology** are the following: the Bible, Catechism of the Catholic Church, the Canon Law, Second Vatican Council, recent Encyclicals and other documents of the Magisterium.

Please, keep in mind that the **primary sources in philosophy** are the following: Plato, Aristotle, S. Thomas Aquinas, Rene Descartes, E. Kant, other classical works of particular philosopher (recommended in original language; eventually translation into English language), and additional sources which are strongly recommended, example: the Professional Encyclopedia of Philosophy: *Stanford Encyclopedia of Philosophy*, *Internet Encyclopedia of Philosophy* etc.

13. In all the process, **follow strictly the Typographical Norm of JUCO!**

## Guidelines for Lecturers of the Department of Philosophy and Theology

Before signing and agreeing to be a supervisor, you should do the following:

1. Check if the chosen by student topic is related to the indicated branch of theology/philosophy
2. Find out if the topic is related to your specialization.
3. Verify if the chosen topic is researchable, well formulated and specific (related to narrow and well defined problem).
4. Verify accuracy of the following: the aim of the study, general objective and specific objectives.
5. Examine applicability of chosen method to the character of the study.
6. Verify and update (if necessary) primary and secondary sources indicated in bibliography.
7. Make sure that student employed the JUCO Typographical Norms which are obligatory at our College.

Fr. Dr. Jacek Gorka OFM  
Department of Theology and QA

These guidelines have been adopted for use in the Department of Theology



**Fr. Leonce F. Rambau, CSSp**  
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**Jordan University College**