

Guidelines for Papers

Format

- Use MLA style. If you don't have a style book you may find help at <http://owl.english.purdue.edu/owl/resource/557/01/>.
- Typed, double-spaced, size 12 standard font (please choose from Times New Roman, Garamond, or Helvetica) in Microsoft Word for electronic submission.
- One-inch margins, flush-right header with last name and page number.
- Proper heading in the upper left corner (see Example Format below).

Organization and Structure

- The table of contents should be single spaced in an outline format.
- You must have a solid introduction and thesis developed throughout the paper. Each topic (sub point) you develop from your thesis will have its own heading or paragraph.
- Methods of organization may vary. Some students may follow a theme chronologically throughout, while others may use topical subsections to develop their thesis.
- The content of the body paragraphs should demonstrate how the thesis is true. Examples should be drawn from sources to support the thesis. You should then discuss your own interpretation and an academic response to the critical source material.
- Be sure each sub point is covered and that there is a natural flow and progression through these sub points.
- All words not in English must be either underlined or in *Italics*.

Quotations

- All direct quotations include a page number, either at the end of the sentence or in a footnote; quotes from the Web will not have a page number. Be sure to include the Web site on your bibliography page.
- Any time four words or more come directly from a reading, they must be placed in quotation marks and cited.
- When following an author's ideas closely, include the chapter number in the paragraph or provide pages at the end of the paragraph.
- Use block quotation format when three or more lines are quoted, and footnote at the end of the block quote. Block quotes do not require quotation marks.
- When citing a source the first time, use the full name of the source, such as "According to Millard Erickson." Thereafter, use their last name.
- When citing scripture, use the form "Matthew 8:11."

Bibliography

- Every work that you quote must be listed on this page at the end of your paper.
- Book titles must be either underlined or in *Italics*.
- Chapter titles belong in quotes.

Footnotes

- If you chose to use them, be exact with your spacing, punctuation, etc. Do not indent footnotes; they must align with the left margin.
- Using Word, the menu is Insert, Reference, Footnote. Word automatically numbers.
- Footnotes can be used to make statements that are tangent to the main body of the paper, but are insightful.
- Footnotes are used when an idea or words of another are used in the paper. Cite all ideas which are derived from research. When using exact words from a source, use quotation marks and footnote them.

Sources

- Be sure you use the number of required sources. Really USE them not just throw in a quote. A majority of your sources must be books or academic journal articles.
- Tip: Avoid using *Google*, *Yahoo*, or generalized Internet searches; you are likely to find mostly unhelpful blurbs. These searches also get you into trouble by leading you to non-academic sources such as student papers and sites designed for those looking to plagiarize.
- Your sources should integrate and interact with your analysis demonstrating synthesis and evaluation not simple restatement.
- Meticulous parenthetical citation as described in MLA style is required. This means whenever a source is used (even as background information), the source must be cited in parentheses.

Grading

- Be sure to review the grading rubric while you write. Be sure to read the paper description thoroughly. Using the rubric, grade your work with it as an additional proofread.

Example Format on Next Page

Jane Doe
Sanctification Position Paper
August 10, 20--

Table of Contents

1.

Outline

1.

Christ our Sanctifier

This is the first sentence of a great paper that is double spaced and written in many drafts so that Jane carefully articulates her position on sanctification

This is the first main point

[SECOND PAGE]

. . . the essay continues Note that the header is flush right at the top of the page . . . just like on the first page

[LAST PAGE]

Bibliography

Last name, First name. Title of Book. Place of Publication: Publisher, Year of Publication.

General Features of Good Writing

Styles, forms, audiences, and purposes of writing obviously differ from subject to subject; however, there are some general features that good writing holds in common. (Taken from *The Elements of Teaching Writing*, "What is Good Writing?" by Gottschalk and Hjortshoj):

- The organization and flow of the writing sustains continuous reading from a *point of departure*, in a *clear direction*, toward a *destination*. The writing supports this continuous, directed movement and does not let you down with disconnections, unexpected turns, or loops that force you to read back over previous sections.
- The writing is "voiced." As a reader, you sense the presence of a writer writing, addressing you, taking responsibility for your understanding, and in effect, ushering you through the text. This sense of voice does not rely on first- and second-person address ("I" or "you"), but the writer often uses cues and transitions to maintain and direct attention.
- While this voice is typically a dispassionate voice of reason and explanation (not chatty or personal), the writer is also relaxed and engaged with the subject—not excessively formal or detached. The author is writing with a pleasing combination of authority and composure.
- The author uses this authority and composure to make difficult subjects easier for you (the reader) to understand, not to demonstrate the complexity and difficulty of his/her knowledge (a common mistake among student writers and scholars).