

Appendix B



RESEARCH PAPER GUIDELINES

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INTRODUCTION

Writing is a vital part of any college experience. Writing a college paper encourages you to gather thoughts from other sources (including references from Scripture), formulate your own conclusions, and then express them in a logical and cohesive manner. The LWMU *Research Paper Guidelines* will demonstrate how to handle a title page, a table of contents page, the introduction, the body of the paper, the conclusion, the bibliography, and all proper formatting. This guideline is not a deviation from the LCU *Research Paper Guidelines*, but an accumulation of such with further clarification to give better understanding to certain requirements of a research paper.

I. GENERAL REQUIREMENTS

Every research paper must be typewritten using a 12-point business-like font (usually Times New Roman). The finished paper should be fastened at the top left with a staple for easy review and grading. No other fancy cover is needed or required. All pages except the title page and contents page should be numbered at the bottom in the center of the page. Each page should have margins of 1” on the left, right, top, and bottom. Typing should be double-spaced. Indent the first word of each new paragraph. **Do not use extra space between paragraphs.**

Every research paper must have the following items: a title page, a table of contents page, the body of the research paper, and a bibliography.

The **title page** includes the title, the student’s name, the course name, the name of the school and the date of the paper. The title page does not count toward any required number of pages. A title page is illustrated on the next page and is an example of an acceptable title page.

God's Pursuit – Your Response

Being Led By the Holy Spirit

BY:

Your Name

Course Name

Name of School

Date

III. TABLE OF CONTENTS

The information on the **table of contents page** helps the reader better understand the paper's content. It also helps the writer make sure there is a logical flow of thought. Each section of the paper (Introduction, Conclusion, and Bibliography) and the main topics and subtopics should be listed followed by the correct page number. The table of contents page does not count toward the required number of pages and should not be numbered. The table of contents page of these *Research Paper Guidelines* is an example of an acceptable table of contents. (Note: a table of contents is optional when writing a 6-page undergraduate paper, but preferred.)

IV. FIRST PAGE / INTRODUCTION

The title of the paper should be centered at the top of the first page of the **body of the research paper**. Use capital letters, in a bold, large font (usually 14 point font). If the title is longer than 1 line; the title should be single spaced in the style mentioned. Under the title of the paper comes the word, **INTRODUCTION**, which explains what the paper will cover. The word **INTRODUCTION** should be centered, in capital letters, in a bold font (same as your paper size font – 12 point). There should be (3) spaces between the title of the paper and the word **INTRODUCTION** and 2-3 spaces between the word **INTRODUCTION** and the first line of text in the body of the paper. ***Note:** **See spacing section.**

V. MAIN TOPICS IN THE BODY OF THE RESEARCH PAPER

The main topics of the paper should be numbered in Roman numerals. Use capital letters in a bold, large font (same as your paper size font – 12 point). Please note that the main topics are not centered, but are to the left of the page. The spacing between the text and the main topics and the main topics and the text should be either (2 or 3) spaces.

***Note: See spacing section.**

The Importance of Subtopics

When you have subtopics under main topics, you should center the title of the subtopic, but you should not capitalize all the letters. You should only capitalize the first letter of the first word, the last word, and any other important word. The spacing between the text and the main topics and the main topics and the text should be either (2 or 3) spaces. ***Note: See spacing section.**

Other Divisions

If it is necessary to divide further under the subtopics, you should start writing the title at the far left of the page. The title should be in bold face letters, and the first letter of the first word, the last word, and any other important word should be capitalized.

Be Sure To Make Paragraph Breaks

It is very difficult to read an entire page of text with no breaks or extremely long paragraphs. Each paragraph should represent a main thought. When a new thought is introduced to the reader, make a new paragraph. The average paragraph should have three to five sentences.

Spacing in the Topical Sections

The spacing between the word, **INTRODUCTION**, and the first line of the main body text; as well as the spacing between the main topic headings and the preceding and following lines of text, should be **2** spaces as per standard. However, henceforth **2 or 3** lines of spacing will be accepted. ***Note that anymore than 3 lines will not be acceptable. See examples on next page:**

Setting the Margins in the Paper

As stated earlier, each page should have margins of 1” on the left, right, top, and bottom. These are set per the following methods:

1. Microsoft Word’s standard format using the “print layout view” will automatically set the margins at these settings per industry standard.
2. Else the margins can be set using the following procedure:
 - ✚ Open the ‘Word’ document
 - ✚ Click on the drop-down under “File” @ the top of the document
 - ✚ Click on the selection called “Page Setup
 - ✚ Click on the tab labeled “Margins

Under this tab you are able to adjust the settings for the top, bottom, left, and right margins. Make sure that you have selected “whole document” under the ‘Apply’ tab.

Click “OK” and the setting will be applied to the document.

Spacing in Topical Sections: Examples

God's Pursuit – Your Response Being Led By the Holy Spirit

3 spaces → **INTRODUCTION** ← **2 or 3 spaces**
spaces

If we truly understood and believed what the Bible tells us about the Holy Spirit, we would never worry about anything again! Believers today have vastly underestimated the power of the Holy Spirit and the impact He can have in their lives. We as believers do not reach our full potential in learning to cooperate with the Holy Spirit, because many refuse to let go of the “I can do this” mentality.

He saw beyond our state and saw what only His grace could produce. That is why He pursues us! That is why He yearns to have a relationship with us! What will our response be?

III. YOUR RESPONSE ← **2 or 3 spaces**

How do we respond? Benny Hinn described it well when he said, “Total surrender brings total infilling, and total submission brings total fellowship” (Hinn, Good Morning Holy Spirit, 100). .

He is waiting to satisfy us, but His goodness will not satisfy us if we are already full of other things. Let us keep our hearts hungry and not take lightly His call to us.

CONCLUSION ← **2 or 3 spaces**

There are basically two major groups within the church today. The first are those who seek God for what He can do; while the second seek Him for who He is.

IV. HOW TO HANDLE QUOTED MATERIAL

When you make reference to the writings of another, you must give credit to the author or source. If you quote less than three lines, you may write them as part of your text, in quotation marks, remembering to reference them. This is done by an in-text citation as follows: “Put parenthesis, then the last name of the author, followed by a colon, and the page number(s) from which the information came” (De la Torre: 32, 33). If there are more than three lines, then they should be indented as follows:

When your quote is longer than three lines, the quote should be indented and single spaced. When you reference in this way, it is not necessary to use quotation marks. Remember though, to always reference the work cited
(De la Torre: 34).

Multiple authors are cited in a similar way. Both names are included and joined by the word “and”: (Weikel and De la Torre). In case there are two authors with the same last name, write the last name of the author, and the initial of the first name (De la Torre, O.: 36). If you quote an author who has written two or more works, list the author, a comma, the title of the work (underlined), a colon, and the page number(s) (De la Torre, How To Write an Essay: 78). Even if you don’t quote an author directly but merely summarize his words, you must reference this information, according to common courtesy, ministerial ethics, and the copyright laws!

Proving Your Point with Scriptures

When writing your paper, do not forget you can turn to the Word of God as a source for research! When quoting from Scripture, it is best to pick a Scripture version to be used predominantly and to note it in the bibliography.

When a general note has made, the author need only indicate when an alternate version is used (Hudson and Townsend: 134).

Charity suffereth long, and is kind; charity envieth not; charity vaunteth not itself, is not puffed up, Doth not behave itself unseemly, seeketh not her own, is not easily provoked, thinketh no evil; Rejoiceth not in iniquity, but rejoiceth in the truth; Beareth all things, believeth all things, hopeth all things, endureth all things. Charity never faileth (1 Corinthians 13:4-8).

No version is cited, as the predominant version used by the author is the KJV. Notice that words that are italicized in the King James Version should not be italicized when quoted, since they were not intended for emphasis. Neither do you need to set each verse as if it were a separate paragraph. The actual paragraph breaks are indicated by the paragraph symbol (Hudson and Townsend: 80, 81).

Indicate the use of an alternate version of Scripture as follows: “Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking” (1 Corinthians 13:4-5 NIV).

VII. HOW TO DO A BIBLIOGRAPHY

The word “**BIBLIOGRAPHY**” should be centered, in capital letters in a large, bold face. The list of books should be in **alphabetical order** according to the author’s last name. Page 11 of these *Research Paper Guidelines* is an example of an acceptable bibliography.

First, list the last name of the author, followed by the first name and a period. If there is more than one author, write the last name of the first author, then their first name, then a comma and the word “and” followed by the second author’s first and last name and a period. Notice that only the first author’s name is inverted.

Put two spaces between the name of the author and the title of the book, which should be underlined. After the title of the book, put a period, then space twice, and write the place of publication. Give the name of the country if published outside of the country where you reside. Then put a colon and the publishing house, followed by a comma and the date of publication. Do not forget a period at the end of every entry.

If the work consists of more than one volume, you should list the number of the volume you used.

If the person is not the author, but the editor, you should put a comma after the name and write the letters “ed.” If there were two or more editors, write “eds.”

If using modern translations of the Bible, check the copyright notice on the copyright page of each particular version. It will tell you exactly how that particular publisher wants notation made in the bibliography.

As with the title page and the table of contents, the bibliography does not count towards your required number of pages. ***Note: For more instructions and examples on formatting a bibliography, refer to the MLA Format section on pages 11-17.**

The Importance of Sources

The importance of sources can not be overstated in regards to your research paper. As stated in the “Grading Guidelines”; the research paper must utilize the assigned text as a source. In addition, at least one addition resource should be used for the research paper. Though the Scriptures are an excellent resource to supplement the research paper, they should be used in addition to the 2 main sources.

VIII. PROOFREAD YOUR PAPER

Be careful to proofread your paper before you turn it in. You never know who will eventually read it! Check for misspelled words, typographical errors, and errors in punctuation.

Because writers become so familiar with what they have written, it is easy for them to skip over mistakes. That is why it is a good idea to have someone with a keen eye and a good command of the English language proofread your paper for you. If this is not possible, you can put your paper away and proofread it after several days when your mind is clear. It is common for professional writers to proofread their work several times to insure they catch all mistakes.

CONCLUSION

In the conclusion, you should give a brief summary of the paper. Do not add any new information at this point, since the conclusion is only a summary of what has already been stated.

BIBLIOGRAPHY

Bevere, John. Drawing Near, A Life of Intimacy With God. Nashville, Tennessee: Thomas Nelson Publishers, 2004.

Hinn, Benny. Good Morning, Holy Spirit. Nashville, Tennessee: Thomas Nelson Publishers, 1990.

Sumrall, Lester. The Gifts and Ministries of the Holy Spirit. New Kensington, Pennsylvania: Whitaker House, 1993.

Scripture references marked AMP are taken from THE AMPLIFIED BIBLE, EXPANDED EDITION Copyright c 1962, 1964 by the Zondervan Corporation and the Lockman Foundation. All rights reserved.

Scripture references marked NLT are taken from THE HOLY BIBLE, NEW LIVING TRANSLATION Copyright c 1996, by the Tyndale House Publishers, Inc. All rights reserved.

Scripture references marked NIV are taken from THE HOLY BIBLE, NEW INTERNATIONAL TRANSLATION Copyright c 1973, 1978, 1984 by International Bible Society. Used by permission of Zondervan Publishing House. All rights reserved.

Scripture references marked NKJV are taken from THE NEW KING JAMES VERSION Copyright c 1982, by Thomas Nelson Publishers, Inc. All rights reserved.

Scripture references marked KJV are taken from THE KING JAMES VERSION Copyright c 1982, by Thomas Nelson Publishers, Inc. All rights reserved.

Unless otherwise indicated, all scriptural quotations are taken from the King James Version of the Bible.

MLA Format

Citing Sources on the Works Cited Page

To see what a completed list of works cited looks like, refer to page 15. For each entry, follow the order that is listed, including punctuation; however, if information, such as an author's name, is unavailable, then move to the next required piece of information for the entry. For example, if there is no author for a web article, then the title of the article or web page becomes the first item of the citation. Finally, if your source is not listed here, or if you have an exception to the listings below, consult an MLA Handbook.

Citing a book with one author:

Author's last name, First name. Title of book. City of Publication: Publisher, Date of Publication.

Example:

Campbell, Joseph. Heroic Cycles. New York: Houghton Mifflin, 1978.

Citing a book with more than one author:

Author's last name, First name, Second Author's first and last names, and Third Author's first and last names. Title of book. City of Publication: Publisher, Date of Publication.

Example:

Campbell, Joseph, Elaine Mann, and Tom York. Heroes, Myths, and Mythmaking. New York: Harper Collins, 1982.

CITING A DICTIONARY OR ENCYCLOPEDIA ENTRY:

Author's last name, first name (if available). "Title of Entry." Title of Dictionary or Encyclopedia. City of Publication: Publisher, Date of Publication. Page Number of Entry.

Example:

"Romulus." Webster's New World Dictionary of American English. New York: Simon and Schuster, 1988. 1165.

CITING A MAGAZINE ARTICLE WITH A KNOWN AUTHOR:

Author's last name, first name. "Title of Article." Title of Magazine Date of Magazine
Publication: Page Number(s) On Which the Article Appears.

Example:

Sunny, Greg. "The Last Stages of Empire." National Geographic January 1990: 8-16.

Citing an article from a newspaper:

Author's last name, first name. "Title of Article." Title of Newspaper Date of Article,
Edition: Page Number(s) On Which the Article Appears.

Example:

Johnson, Janice T. "Caesar and Beowulf." The Seattle Times 18 Nov. 1999, Eastside ed.:
C1+.

Citing an article from a newspaper online:

Author's last name, first name. "Title of Article." Title of Newspaper Date of Article.
Date Article Accessed Online <Web Address>.

Example:

Johnson, Janice T. "Caesar and Beowulf." The Seattle Times 18 Nov. 1999. 14 Mar.
2000 <<http://www.seattletimes.com/Rome/Nov.99/caesar.asp>>.

Citing an online periodical (magazine):

Author's Last Name, First Name. "Title of Article." Title of Magazine Date of Article.
Date Article Accessed Online <Web Address>.

Example:

Johnson, Janice T. "Caesar and Beowulf." US News and World Report 18 Nov. 1999. 14
Mar. 2000 <<http://www.usnwr.com/Rome/Nov.99/caesar.asp>>.

Citing information from a government web site:

Author of Site. Title of Article or Page. Date Information Last Updated. Date Site
Accessed Online <Web Address>.

Example:

National Research Council. New Leadership in the World. 4 Jan. 1989. 12 Mar. 2000
<<http://www.natlacadamy.gov/leadership>>.

Citing a scholarly web site:

Author's Last Name, First Name (if available). Title of Web Site. Date Information Posted or Updated. Sponsoring University. Date Site Accessed Online <Web Address>.

Example:

Roman Heroes. 12 May 1999. University of Maryland. 12 Mar. 2000
<www.umres.edu/hist/hero>.

Citing a professional web site:

Author's Last Name, First Name (if available). Title of Web Site. Date Last Updated. Date Site Accessed Online <Web Address>.

Example:

Bank of America: Classic Banking. 15 Jan. 2000. 12 Mar. 2000
<http://www.bofa.com/banking/history.html>.

Citing a personal web site:

Author's Last Name, First Name (if available). Title of Web Site. Date Last Updated. Date Site Accessed Online <Web Address>.

Example:

Mack, Johnny. Johnny's Classics Page. 3 Jan. 2000. 15 Mar. 2000 <johnnyclass.com>.

Citing a pamphlet with no author:

Title of Pamphlet. City of Publication: Publisher, Date Pamphlet Created.

Example:

Amazing Aqueducts. Seattle: World History Museum, 1988.

Citing a personal interview:

Last Name of Interviewee, First Name. Personal interview. Date of interview.

Example:

Posnock, Ross. Personal interview. 22 Nov. 2000.

MLA Format

1. Almanac articles

Article title in quotation marks. Website title.
Copyright date and company name.
Access date and full URL in angle brackets.

Example:

"1999 National Events Wrap-Up." Infoplease.
© 2000–2005 Pearson Education, publishing as Infoplease.
25 Aug. 2005 <<http://www.infoplease.com/ipa/A0765967.html>>.

2. Feature articles

Author's name, last name first.
Article title in quotation marks. Website title.
Copyright date and company name.
Access date and full URL in angle brackets.

Example:

Haney, Elissa. "Kosovo Factsheet." Infoplease.
© 2000–2005 Pearson Education, publishing as Infoplease.
25 Aug. 2005 <<http://www.infoplease.com/spot/kosovo1.html>>.

3. Encyclopedia articles

Article title in quotation marks.
Encyclopedia name (in italics). (Copyright date) on Website title.
Website copyright date and company name.
Access date and full URL in angle brackets.

Example:

"William Shakespeare." *The Columbia Electronic Encyclopedia*. © 1994,
2000-2005 on Infoplease.
© 2000–2005 Pearson Education, publishing as Infoplease.
25 Aug. 2005 <<http://www.infoplease.com/ce6/people/A0844662.html>>.

4. Dictionary entries

Entry title in quotation marks.
Dictionary name (in italics)
(Copyright date) on Website title.
Copyright date and company name
Access date and full URL in angle brackets.

5. **Example:**

"Lexicography." *Random House Unabridged Dictionary*.
© 1997 by Random House, Inc., on Infoplease.
© 2000–2005 Pearson Education, publishing as Infoplease.
25 Aug. 2005 <<http://www.infoplease.com/ipd/A0515599.html>>.

6. **Thesaurus entries**

Entry title in quotation marks.
Thesaurus name (in italics)
(Copyright date) on Website title.
Copyright date and company name
Access date and full URL in angle brackets.

Example:

"Compliant." *WordNet 2.0*.
© 2003 by Princeton University on Infoplease.
© 2000–2005 Pearson Education, publishing as Infoplease.
25 Aug.
2005 <<http://www.infoplease.com/thesaurus?word=compliant&x=10&y=6>>.

7. **All other articles:**

Article title (if possible) in quotation marks.
Feature Type (in italics). Website title.
Copyright date and company name.
Access date and full URL in angle brackets.

Example:

"How many eggs were consumed per person in the U.S. in 1996?"
Ask the Editors. Infoplease.
© 2000–2005 Pearson Education, publishing as Infoplease.
25 Aug. 2005 <<http://www.infoplease.com/askeds/3-26-99askeds.html>>.

GRADING GUIDELINES¹

All course papers will be reviewed with the following grading guidelines in mind:

- 50% Content of the paper (What ideas were presented? What conclusions were made?)
- 15% Research (Was the course text read? Was additional research performed? Was this demonstrated through the use of quoted material?)
- 20% Delivery & Style (Was correct spelling, punctuation, grammar, and sentence construction used? Were correct in-text references made for quoted works? Was a bibliography included?)
- 15% Presentation (Were the LWMU *Research Paper Guidelines* followed?)

¹ These guidelines apply to general course papers for both undergraduate and graduate students. Only portions apply to a Master's thesis or a Doctoral dissertation. Master's and Doctoral level students must request a copy of the Thesis/Dissertation Writing Guidelines from your Campus Director.