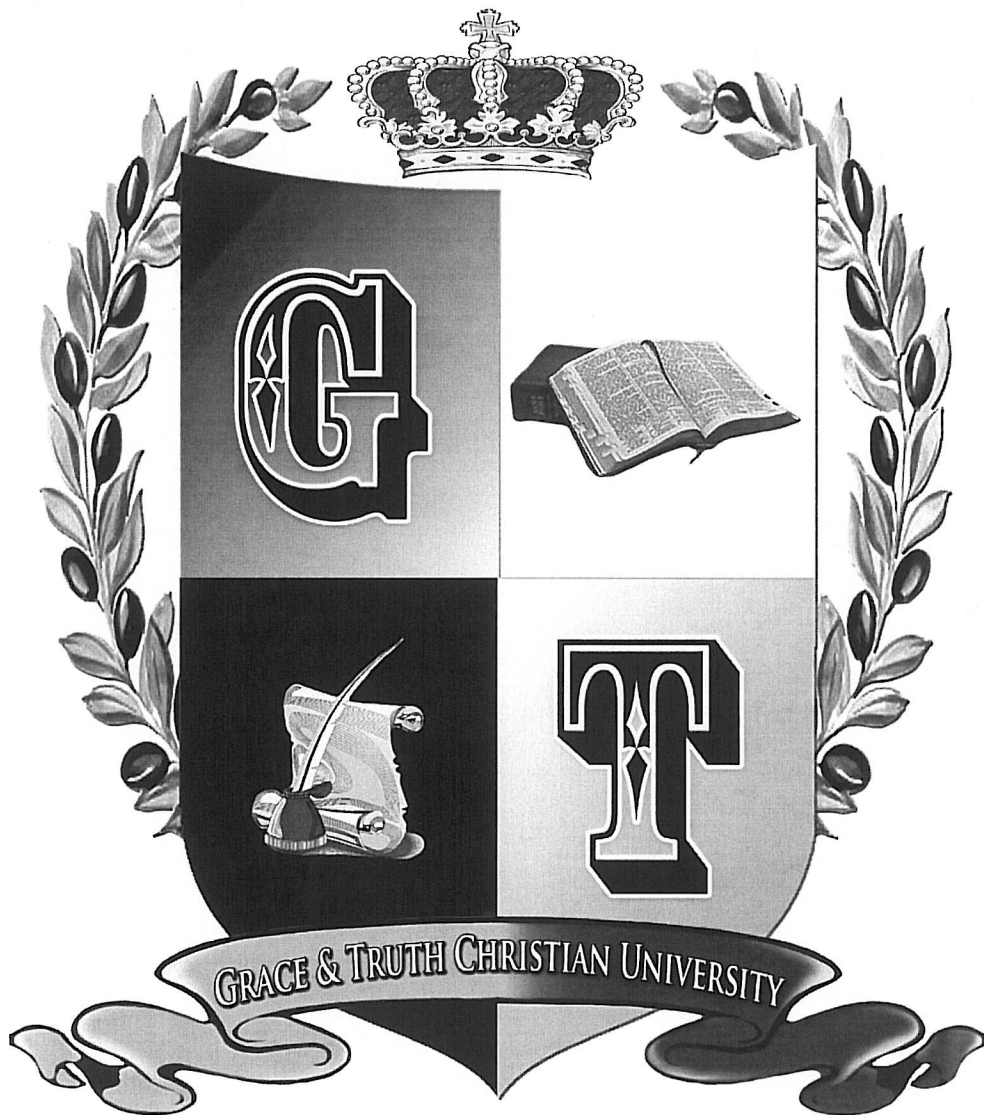


# *Appendix B*



## **RESEARCH PAPER GUIDELINES**

# **GRACE & TRUTH CHRISTIAN UNIVERSITY**

## **RESEARCH PAPER GUIDELINES**

**By:**

**Your name**

**Course Name**

**Grace & Truth Christian University**

**Date**

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# GRACE & TRUTH CHRISTIAN UNIVERSITY

## RESEARCH PAPER GUIDELINES

### 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 *GTCU Research Paper Guidelines* will demonstrate how to handle a Title page, a Table of Contents, the Introduction, the Body of the paper, the Conclusion, and the Bibliography.

#### I. GRADING GUIDELINES

All course papers will be reviewed based on the following grading guidelines:

- 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? Were correct in-text references made for quoted works? Was a bibliography included?)
- 20% Delivery & Style (Was correct spelling, punctuation, grammar, and sentence construction used?)
- 15% Presentation (Were the *GTCU Research Paper Guidelines* followed?)

#### II. RESEARCH PAPER GUIDELINES

Every research paper must be typewritten using a 12-point business-like font. 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 should be numbered at the bottom in the center of the page. Typing should be double-spaced. Indent the first word of each new paragraph. Do not use extra spaces between paragraphs.

Every research paper must have the following items: a Title Page, Table of Contents, and then the body of the research paper.

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. The title page of the *Research Paper Guidelines* is an example of an acceptable title page.

The information on the **Table of Contents** helps the reader better understand the paper's contents. (Note: a Table of Contents is optional when writing a 6-page undergraduate paper.)

The title page 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. The **Introduction** follows which explains what the paper will cover. The word **INTRODUCTION** should be centered, in capital letters, in a bold, large font, with extra space above and below the word. Page 3 of these *Research Paper Guidelines* is an example of an acceptable first page for the body of the paper.

### **III. MAIN TOPICS IN THE BODY OF THE RESEACH PAPER**

The main topics of the paper should be numbered in Roman numerals. Use capital letters in a bold, large font, with extra space above and below. Please note that the main topics are not centered, but are to the left of the page.

## **The Importance 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. Do not put extra space above or below it.

### **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.

## **IV. HOW TO HANDLE QUOTED MATERIAL**

When you make reference to the writings of another, you must give credit to the author or source. You will do this by referring to works listed in your bibliography. If you quote less than three lines, you may write the quotes as part of your text, in quotation marks, remembering to reference them. This is one by an in-text citation as follows: “Put parenthesis, then the last name of the author, followed by 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 47). In case there two authors with the same last names, 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), 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 Scripture**

When writing your paper, don’t 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 been 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 (I 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” (I Corinthians 13:4-5 NIV).

### **The Order of Punctuation**

Notice the order of punctuation after an in-text citation. First, end the quoted material with a quotation mark, then add the reference in parentheses, then the closing period. If a question mark or an exclamation mark is part of the quoted material, include it *inside* the quotation marks, then give the reference and close with a period: “How shall we that are dead to sin, live any longer therein?” (Romans 6:2).

## **V. HOW TO DO A BIBLIOGRAPHY**

“**BIBLIOGRAPHY**” should be centered, in capital letters in a large, bold face, with extra space below the word. This is a list of books from which you gathered information to write your paper. The list of books should be in alphabetical order according to the author’s last name. Page 10 of these *Research Paper Guidelines* is an example of an acceptable bibliography.

First, list 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 of pages.

## **VI. PROOFREAD YOUR PAPER**

Be careful to proofread your paper before you turn it in. 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's why it's a good idea to have someone with a keen eye and a good command of the English language proofread your paper. 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

The word “CONCLUSION” should be centered, in capital letters in a large, bold face, with extra space above and below the word. In the conclusion, you should give a brief summary on the paper. Do not add any new information at this point, since the conclusion is only a summary of what has already been stated.

These *Research Paper Guidelines* are not intended to be an exhaustive reference source for your future writing projects, but rather to provide a basis from which you can grow and develop. If you would like help on how to choose a topic, put together your thoughts, and develop a concise writing style, as well as a reference to answer specific grammatical questions, we suggest The Scott Foreman Handbook for Writers, Fifth or Sixth Edition.

This comprehensive guide includes several acceptable academic styles. GTCU has chosen the Modern Language Association (MLA) as its preferred style.

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Dozier, Thomas. Depression No More. Tampa, Florida: Grace & Truth Christian University Press, 2007.

Gangel, Kenneth O., and Howard G. Hendricks. The Christian Educators Handbook on Teaching. New York, New York: Scripture Press Publications Inc., 1988

Hudson, Bob, and Shelley Townsend, eds. A Christian Writer's Manual of Style. Grand Rapids, Michigan: Zondervan Publishing House, 1988

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

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