

Name

Instructor

Course

Date

Guidelines for Papers

A paper needs to begin with a clear thesis statement which the entire paper supports with academic argument based on research using academic level resources. Write clearly, precisely, and succinctly. Use formal academic language in the third person (do not use second person pronouns, slang, contractions, colloquialisms, sarcasm, ridicule, and so forth). Use active voice not passive voice. Avoid excessive direct quotation. Conform to MLA formatting (see table 1).

Table 1

Basic Formatting

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- one inch margins; do not “justify” margins; use left-flush format
 - double space text
 - use twelve point Times New Roman font
 - indent paragraphs one half of an inch
 - no extra space between paragraphs
 - student's last name and page numbers on each page in header (see above)
 - include name, date, instructor, course, and assignment title (see above)
 - all sources must be cited using parenthetical references (MLA format)
 - include work cited page at end of paper (MLA format)
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Cite scripture parenthetically. Include translation in first use only e.g., (English Standard Version, Gen 1:1). Use full name of biblical books in text and abbreviations in citations, e.g., Exodus 1:1 (Exod 1:1). Biblical chapters and verses are separated by colons, chapters by semicolons, and verses by commas, e.g., (Lev 1:1, 2; 16:1; Num 5; 12). When citing same biblical book as previous citation do not repeat book name, e.g., (2:1). Do not include Bible in works cited.

Works Cited

Gibaldi, Joseph, ed. *MLA Handbook for Writers of Research Papers*. 8th ed. New York; Modern Language Association, 2016. Print.