1. The Research Paper must be type-written in English (except when sources in a different language are being cited or discussed, or the occasional use of Latin, French or German) on white A4 size paper. The print must be clear and sharp and must be in black. Only one side of the sheet is to be used.

2. The text should have a font size of either 11 or 12 points. The typeface chosen should be either Times New Roman or Arial except, when foreign languages (e.g., Greek, Hebrew) are being used. Footnotes should be a font size smaller, that is, either 10 or 11 points.

3. Number of words for Research Papers

   - Undergraduate level (Certificate, Diploma, Bachelor) - 2000 to 2500 words (excluding footnotes, appendices, bibliography, content tabulation)
   - Graduate level - 2500 to 3000 words (excluding footnotes, appendices, bibliography, content tabulation)
   - Exegetical paper (Graduate level) - between 2500 to 3000 (excluding footnotes, appendices, bibliography, content tabulation)

4. The headings, sub-headings and wordings in caption should be of the same size as the font used in the text. A consistent hierarchy of headings is required.

5. The text should consistently be one and half or double-spaced throughout except for the following, where single-space may be used:
   a. Title page;
   b. Captions for tables or diagrams;
   c. Text of footnotes; and
   d. Bibliography.

6. The left edge of the text should be justified for both the main text and the footnotes.

7. The margins to be used are 1.5 inches for the left margin and 1 inch for the top, bottom, and right margins.

8. The first line of each paragraph is to be indented. Paragraph spacing should be at least 0.5 point more than the line spacing. Section headings should be proportionately more than paragraph spacing.

**ORGANIZATION**

The Research Paper should be arranged in the following order:

   a. Title page;
   b. Table of contents;
   c. Body of paper;
   d. Appendices or annexes; and
   e. Bibliography.

**NUMERATION**

1. The pages are to be numbered consecutively, starting from the title page to the last page of the bibliography. There are two categories of pagination: for title and table of
content pages, number with consecutive lowercase Roman numerals (e.g. i, ii), centered at the bottom of the page. For the rest of the paper, number with Arabic numerals centered at the bottom of the page.

2. Footnotes are to be numbered serially throughout the paper.

3. Whole numbers up to 100 should be in words (e.g. four gospels, twenty-four elders, but 144,000). Use words and not numbers to start a sentence.

SPELLING AND OTHER CONVENTIONS

1. Although both British and American systems of spelling are accepted, the paper must adhere to one system consistently.

2. When alternative spellings are accepted within a system (such as the British), follow one form consistently (e.g. ‘organise’ and theorise’, and not, ‘organize and theorise’).

3. Foreign words are to be in italics unless they have been naturalized in the English language (e.g. ‘felix culpa’ but ‘rendezvous’)

4. The trend is strongly away from the use of periods (full stops), especially in uppercase abbreviations. Contractions of biblical books should be done unambiguously and consistently, and no period is required (e.g. Gen, Exod).

5. A block of verses counts as a single unit unless the individual verses within this block are explicitly referred to (e.g. ‘Gen 1:27-8 tells us … but vv. 30 and 31 seem to contradict…’).

6. The titles of sacred scriptures – Bible, Qur’an (Koran), Talmud, Upanishads, Vedas, and the like – and the names of books of the Bible and of the Apocrypha are neither italicized nor put in quotation marks. For e.g., The Book of Daniel is a part of the apocalyptic literature of the Bible.

7. In a biblical or theological paper, the Bible references are commonly placed in parentheses directly in the text. In English it has been accepted practice that no version is indicated when one uses the King James Version (KJV). Any version other than the KJV must be indicated. This is usually done in a footnote.

PUNCTUATION

The spacing required after punctuation marks is one space after period (full stop), comma, colon, or semicolon. For pages of books, there is no space after a colon, for e.g., 5:66. For pages of journals, there is a space after the colon, for e.g., (1998): 66.

QUOTATIONS

1. The use of quotation marks must be consistent. If single quotation marks are used as the ‘first level’, the ‘second level’ should be double quotation marks, and vice versa (e.g. ‘the “baby-step” development’ or “the ‘baby-step’ development”).
2. Short quotations (one sentence or less) are easily worked into the paragraph. Longer quotations (usually two sentences on eight lines or more) are typed as a separate paragraph as “block quotations,” without opening and close quotation marks. This paragraph must be indented from the left and right edges of the main text by half an inch.

3. The punctuation marks within the quotation marks must be from the materials quoted. Otherwise, put them outside the quotation marks (e.g., He loves repeating ‘the quick brown fox is spinning round and round’, but he hates …).

ILLUSTRATIONS AND TABLES

1. These are to be placed within the body of the text and as close as possible to the place in the text where they are first mentioned.

2. These are to be numbered with Arabic numerals and in a manner which does not cause confusion.

FOOTNOTES

1. The texts of the footnotes are to be in the same font and one-point size smaller as that of the main text and single-spaced.

2. The footnote number should be in superscript and the numbers follow one another in numerical sequence throughout the paper.

3. Footnotes are placed below a short rule, or separator. A footnote must begin on the page where it is referenced though a long note may extend to the bottom of the next page.

BIBLIOGRAPHICAL REFERENCES

1. When the full details of bibliographical reference are to be given, the style as set out by Kate Turabian is to be used (see K.L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations, Chicago: University of Chicago Press, 8th edition revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams and the University of Chicago Press Editorial Staff).

For the convenience of the student, the most common forms he/she will most probably use in the footnotes are given below:


b. When a bibliographical item is referred to for the first time, a full citation is required in the footnotes (e.g., S. S. Smalley, Thunder and Love: John’s Revelation and John’s Community (Milton Keynes: Word, 1995), 55.) Subsequent references to such works should use the short title system (e.g., Smalley, Thunder, 99; or Ibid., 99)

2. The entries in the bibliography, at the end of the paper, must be arranged in alphabetical order. This means that the author’s surname (or the editor’s, when appropriate) should be written first and not his/her first names or initials. Note the following examples:


Footnotes: In the text the note reference follows the passage to which it refers and is marked with an Arabic numeral typed slightly above the line (superscript). Notes are arranged numerically at the foot (Footnotes) of the page of the essay, article, or book. Notes include complete bibliographic information when cited for the first time.

Bibliography: Lists sources which are cited and consulted in writing the paper. Entries are arranged alphabetically by author’s surname and include complete bibliographic information. A minimum of 5 bibliographies are required for the undergrad level and 10 for the master’s level.

A few frequently used examples listed below. Note the difference in form and punctuation.

The examples use the following abbreviations:

N (for Note) shows the format of a full reference note.
B (for Bibliography) gives the format for a common, uncomplicated bibliographical entry.

**Type of Entry: Book, one author**


**Type of Entry: Book, two authors**


**Type of Entry: Book, three authors**

| N | September 5 | Mary Lyon, Bryce Lyon, and Henry S. Lucas, *The Wardrobe Book of William de Norwell, 12 July 1338 to 27 May 1340*, with the collaboration of Jean de Sturler (Brussels: Commission Royale d’Histoire de Belgique, 1983), 42. |

**Type of Entry: Book, more than three authors**

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PLAGIARISM

By definition, a research paper involves the assimilation of prior scholarship and entails the responsibility to give proper acknowledgement whenever one is indebted to another for either words or ideas. Failure to give credit is plagiarism.