

Good information on researching and writing academic papers can be found on the Emmanuel website Library page under the tab 'Research and Writing Guide'. This document supplements that, outlining the standard expectations for certain aspects of format and language. If a syllabus or instructor gives no instructions to the contrary, these are the guidelines to follow. Note, however, that many instructors have preferences beyond what are given in this document. In all such instances, **the student should follow the specific instructions given for each course.**

### Language

Inclusive language, which shows respect for all people, is expected at Emmanuel. This means that we avoid the uses of gender-specific nouns and pronouns when referring to people in general, and also that we look for inoffensive terms to refer to race or ethnicity and mental and physical disabilities. For example, use the word *humanity* rather than *mankind*; avoid using the word *he* to refer to someone of unidentified gender; use the word *disabled* rather than *handicapped*. We avoid referring to someone's gender, race, or ability if the information is extraneous in the context.

In referring to the Trinity, we use masculine pronouns for lack of a singular gender-neutral pronoun. In answer to the question of whether to capitalize the letter 'H' on *His*, *He*, *Him* when referring to persons of the Trinity, our practice is to choose whether to capitalize or not, and then to be consistent in the application.

In all written work for Emmanuel, Canadian spelling is expected and preferred.

### Format for Major Papers

- 8½" x 11" white paper printed on one-side only
- Times New Roman font, size 12 (size 10 for notes) (Some instructors allow Arial font.)
- margins of 1" all around, or default word processing setting
- justified only to the left margin
- lines double-spaced throughout, except for block quotations
- new paragraphs indicated by an indent of at least ten spaces (or 'Tab')
- no extra space between paragraphs, just the usual double space.

**Page numbers** are on the top right corner in simple Arabic numerals (1,2,3, ...). The first page of the text of the paper is number one. The page number moves to the bottom centre of a page with a major heading such as outline, bibliography, etc. (The title page is *i* but is not numbered; the outline page and any other preliminary pages are numbered *ii*, *iii*, ... in the centre bottom of the page.)

To number the pages correctly on a paper prepared electronically, a writer can insert a section break before the first page of the text of a paper. Then page numbers can be inserted in the new section and the choice made to indicate that the numbers 'Start at 1', not 'Continue from previous section'.

**Word counts** can be checked using a word processing program. The word count of a paper refers to the text of the paper itself, not including the title page, outline, notes, or references. A writer can copy and paste just the text of a paper into a separate document to check the word count. Generally, a page of an essay is equivalent to about 250 words, when formatted correctly.

Paper Title

Your name  
Box #

Course code and name  
Instructor's name

Emmanuel Bible College  
Date of submission

The **title page** should be set up as shown. There is no need to use bold type, italics, larger or different font, or underlining for any of the information on the title page.

Before submitting a paper, check that the pages are numbered correctly and are in the right order. Use one staple in the top left corner to bind the pages together.

Outline

Introduction

I. First Main Topic  
    A. First subordinate topic  
    B. Second subordinate topic

II. Second Main Topic

III. Third Main Topic  
    A. First subordinate topic  
        i. First supporting section  
        ii. Second supporting section  
    B. Second subordinate topic

Conclusion

Bibliography (CMS)/References (APA)

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### Outlines and Headings

An outline (sample above on right) and/or headings (below) in a paper may be required by an instructor. An outline is a list of the main ideas in the paper in the order in which they will be covered. The ideas may be sorted and ranked by importance and this organization is shown in the outline by sections and subsections.

#### Styles of Headings in the Paper

The main section headings (all those at the left margin in the outline, including *Introduction* and *Conclusion*) are centred and underlined as shown in the heading above this paragraph. There are capital letters on each significant word in the heading. Neither **bold** nor *italics* nor ALL CAPITAL LETTERS are used for headings, and the number or letter that appears before the heading in the outline does not appear with the heading in the text of the paper.

#### Heading style for subheadings

Headings of subsections are put at the left margin and underlined. Only the first word of a subheading is capitalized. There is no extra space before a new section or subsection.

Heading style for sub-subheadings. If a paper has three levels of sections (very rarely needed in papers of fewer than 25 pages), the sub-subheadings are indented as a paragraph is and are underlined and followed by a period. The section starts immediately following the heading on the same line, as shown at the beginning of this paragraph.

## Plagiarism

Use of others' material requires acknowledgement, whether or not the material is directly quoted. Plagiarism is the written or spoken use of another person's work without proper documentation giving credit for the **words or ideas**. For more information about plagiarism and how to avoid it, consult the Emmanuel library webpage under the tab 'Research and Writing Guide'.

## Documentation

The two major documentation styles used at Emmanuel are Chicago Manual of Style (CMS), which is used in Bible, theology, and history courses and American Psychological Association (APA) style, which is used in most social science courses. (Some instructors may require Modern Language Association (MLA) style.) Instructors requiring Chicago Manual of Style may also specify whether the student must use footnotes rather than endnotes. Consult your course syllabus for details.

Information about each of the documentation styles (CMS, APA, MLA) and examples of citations of various types of sources can be found online at the following websites: [chicagomanualofstyle.org](http://chicagomanualofstyle.org), [apastyle.org](http://apastyle.org), and [write-site.athabascau.ca/mla-documentation-guide.php](http://write-site.athabascau.ca/mla-documentation-guide.php).

- Note that in each documentation style, there are different conventions for line spacing, use of initials or full authors' names, capitalization, etc.
- No matter which documentation style is used, **scripture references** are always given in parentheses in the text and not in footnotes. The version is included in the parentheses only if the reference is to a direct quote. An example of a scripture reference in parentheses is as follows: (John 10:10, NRSV). The Bible version used is included in the Bibliography or Reference List of the paper.
- Block style is used for longer quotations. Check the requirements for block quotations in the documentation style being used.
- Journal, magazine, and newspaper articles accessed via one of the **journal databases** (e.g. EBSCO, ATLA) are cited as hardcopy articles, not as internet sources. (Likewise for Google books and other ebooks.) They do not need to have URL's or dates of access in the citations. (Viewing an article using 'PDF Full Text' allows the user to see the page numbers required for the citation.)
- Online information not readily available in hard copy is cited differently from hard copy. Each citation should include the URL and the date of access in addition to the date of publication or latest update, along with usual citation information. (Consult the appropriate website above.)
- When citing **commentaries** and other books in which the author of a chapter or section is given, credit must be given to the author of the part used and not just to the editor(s) of the series or book. Follow the pattern given for a book in a multi-volume set or a work in a collection.

## Proofreading/Editing Help

It is often useful to have someone read over your paper for you before you submit it. The reader can give helpful feedback regarding the strengths and weaknesses of your paper, and its clarity and relevance. All of this is encouraged and allowable. However, it is **not** acceptable for a reviewer to rewrite any part of your paper for you. A good approach is for the reviewer to give general comments as feedback, and/or indicate (underline, circle, highlight) where you need to do more work, whether it is grammar, spelling, logic, organization, or other aspects.