

Title Page

- ▶ Title of school and department centered at the top of the page
- ▶ Title of paper
- ▶ Number and title of course, name of the instructor, semester and date
- ▶ Your name
- ▶ Space evenly on the page, everything centered, as example to the right

EMMANUEL COLLEGE SCHOOL OF CHRISTIAN MINISTRIES
EXACT TITLE OF PAPER
NUMBER AND TITLE OF COURSE NAME OF INSTRUCTOR SEMESTER AND DATE
BY NAME OF WRITER

Page Numbers

- ▶ Every page, except the title page, must have a number
- ▶ Center at bottom on pages with a heading, such as chapter pages
- ▶ All remaining pages, put at top center or top right

First Page of Your Paper

- ▶ Include title and/or chapter number
- ▶ Page number at bottom center (on top right after this page)
- ▶ 1 inch margins on all sides

Footnotes

- ▶ Use superscript numbers to indicated quoted material
- ▶ Upon 1st reference, put entire citation at the bottom below a partial dividing line, organized by superscript number
- ▶ Footnote entries should have single spaces within an individual entry, and double-spacing between entries
- ▶ Tab over the first line of the citation
- ▶ 2nd non-consecutive ref. to same source: author's last name, abbrev. title (if more than one source from same author), page #
- ▶ 2nd consecutive reference to same source: Ibid., page # (list page # only if different than preceding footnote)

SAMPLE FOOTNOTES (First line of each footnote is indented)

BOOK BY ONE AUTHOR

¹Author's name, *Title of Book* (City of Publication: Publisher, Date), p. #.

¹Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* (Chicago: The University of Chicago Press, 1996), 187.

BOOK IN A SERIES

¹Author's name, *Title of Book*, Name of Series (City of Publication: Publisher, Date), pg. #.

¹Ajith Fernando, *Acts*, NIV Application Commentary (Grand Rapids, Michigan: Zondervan, 1999), 120.

ARTICLE IN A JOURNAL

¹Author, "Title of Article," *Title of Journal* Volume and Issue Number (Date): pg. #.

¹Richard Jackson, "Running Down the Up-Escalator: Regional Inequality in Papua New Guinea," *Australian Geographer* 14 (May 1979): 180.

INTERNET WEBSITE

¹Author's Name, *Title of Page* (date posted or date of last revision), <web address> (date of access).

¹Gail Mortimer, *The William Faulkner Society Home Page* (16 September 1999), <<http://www.acad.swarthmore.edu/faulkner/>> (19 November 2002).

Bibliography

- ▶ Citations from the footnotes are repeated on a Bibliography page, which is a separate sheet of paper
- ▶ Remove the superscript numbers and organize alphabetically by the author's last name
- ▶ Bibliographic entries should have single spaces within an individual entry, and double spacing between entries
- ▶ Notice the citations change slightly on the bibliography page:

SAMPLE BIBILOGRAPHICAL ENTRIES (For each entry, all lines after the first line are indented)

BOOK BY ONE AUTHOR

Author's Last Name, First Name. *Title of Book*. City of Publication: Publisher, Date.

Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: The University of Chicago Press, 1996.

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Fernando, Ajith. *Acts*. NIV Application Commentary. Grand Rapids, Michigan: Zondervan, 1999.

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Mortimer, Gail. *The William Faulkner Society Home Page*. 16 September 1999; available from <http://www.acad.swarthmore.edu/faulkner/>; Internet; 19 November 2002.