Format

A. Margins 1 inch all around
B. Flush left and ragged right
C. Everything including block quotes is double spaced
D. No extra lines between paragraphs
E. Title page includes title of paper ¼ down the page, author’s name ½ down the page, and the three lines from the bottom include class name, instructor’s name, and due date in that order.
F. Page numbers begin after the title page. They are located in the upper right hand corner and are preceded by the author’s last name.

Quotes

A. Run-In Quote

Less than 100 words, uses quotation marks, begins with lowercase letter even if original begins with capital letter, preceded by a comma unless using the words such as “thus” or “as follows” which require a colon, and followed by subscript number for footnote or endnote after the end punctuation of the sentence.

B. Block Quote

More than 100 words, no quotation marks, starts a new line, indented from surrounding text, begins with a lowercase letter if it continues a sentence and a capital letter if it begins a new sentence, and followed by superscripted number for footnote or endnote after the end punctuation of the sentence.

Footnotes

Footnotes or endnotes are used and must correspond to the superscripted number in the text. Besides providing bibliographic notes, the note may provide additional information on the information in the text. Full citation should be given on first use of the source, but a shortened form with only author, shortened title, and page number may be listed afterwards. DOI are preferred over URL addresses when available.

A. Book


B. E-Book


C. Book with multiple authors


D. Chapter in an edited book


E. Journal Article


F. Electronic Journal Article


G. Interview

1. Theodore Whapham (faculty, St. Thomas University School of Theology and Ministry), in discussion with author, January 2011.

H. Holy Scripture

I. Website


J. Same as preceding citation

1. Ibid., 333.

Bibliography Style:

All sources used in the paper must be listed in the bibliography. They must be listed in alphabetical order.

A. Book


B. Book listed under an editor


C. E-Book


D. Book with multiple authors and revised edition


E. Chapter in an edited book


F. Journal Article


G. Electronic Journal Article


H. Interview

Normally not listed in the Bibliography

I. Holy Scripture


J. Website


K. Multiple works by same author