

Student's Name

Professor's Name

Course Name

Date

Title of Paper (Centered)

Southern California Christian College is using the Modern Language Association (MLA) style and documentation format for the classroom assignments for its classes. This method is required for all students. It is further recommended that you peruse the texts, *Writing the Research Paper* by Anthony C. Winkler and Jo Ray McCuen and the *MLA Handbook for Writers of Research Papers* by Joseph Gibaldi and Walter S. Achtert to assist you in greater detail.

Writing a term paper for college level is more than putting onto paper a stream of ideas as they come. The research paper is a typewritten report which summarizes and communicates findings on a particular subject or which is a thesis paper. The thesis paper presents a particular point of view, which is argued for or against. Either paper gives the student the opportunity to read, evaluate and report his/her findings and give proper documentation to his/her sources.

The MLA method is a simple flowing form of parenthetical documentation, which is placed within the text of the paper. All the detailed reference information is given on the Work Cited page at the end of the paper. Today's computers make for simplified presentation of information and a more uniform style for the readers.

Both a cover page and a table of contents page are optional or at the choice of the professor. MLA suggests that page one contain a simple heading along the left margin, the title centered on the next line with one-inch margins on all four sides of the page. The page numbers are one half inch from the top of each page preceded by the student's last name.

While there are many fonts and sizes to choose from, SCCC requires the use of the Tahoma font and 10 point sizing. Begin each paragraph by indenting five spaces. The entire paper is double spaced. Documentation will be given in a parenthesis at the end of the sentence

with the period following the parenthesis (Gibaldi and Achtert 158). Winkler and McCuen prefer that the author's full name be given in the text the first time he/she is mentioned, therefore only the page number need be in parenthesis (110). When two or more books have been written by one author, a key word from the book title is placed within the parenthesis to indicate the appropriate work. An example would be (Wagner, Warfare 121-122). All other reference information is given on the Works Cited page. Please use this format rather than footnoting referenced information.

Regarding the use of long quotations, the following criteria should be remembered to insure that the proper form is used for the quotations:

If a quotation runs to more than four typed lines, set it off from your text by beginning a new line, indenting ten spaces from the left margin, and typing it double spaced without adding quotation marks. A colon generally introduces a quotation displayed in this way, though sometimes the context may require a different mark of punctuation, or none at all. If you are quoting a single paragraph, or part of one, do not indent the first line more than the rest...

In quoting two or more paragraphs, indent the first line of each paragraph an additional three spaces. If however, the first sentence quoted does not begin a paragraph in the source, do not indent it the additional three spaces. Indent only the first lines of the successive paragraphs. (Gibaldi and Achtert 58)

The following information should be carefully considered in regard to the use of long quotations in a research paper:

While quotations are common and often effective in research papers, use them selectively. Quote only words, phrases, lines, and passages that are particularly interesting, vivid, unusual, or apt, and keep all quotations as brief as possible. Over quotation can bore your readers and might lead them to conclude that you are neither an original thinker nor a skilled writer. (56)

When short quotations are used in the body of a research paper and run no more than four typed lines, "put it in quotation marks and incorporate it in the text" (56). You may reproduce the complete sentence which you are quoting, or you may want to select a word or phrase as illustrated above.

Each paper should contain a thesis sentence within the first paragraph which gives an overview of what the paper will say. It is expected the student will use proper grammar and present an organized and balanced paper with proper spelling. With the use of computers and electronic typewriters, correct spelling is a must. Short quotations will be contained within quotation marks. Long quotations, which are longer than four lines, are to be indented 10 spaces on the left margin which maintaining double spacing throughout the entire quotation. Without exception, double spacing should be used throughout the entire paper.

The Works Cited page must begin on a new page. The page is numbered in sequence with the rest of the pages in the paper. Each entry is listed by the author's last name in alphabetical order with the general order of author, title, place, publisher and date. The author's name is placed on the left margin and subsequent lines are indented five spaces throughout that one entry. Shortened forms of publishers' names immediately follow the cities of publication. Gibaldi and Achtert give a selected list of specific publishers (213-216). A sample Works Cited page is included at the end of this paper.

The following Biblical abbreviations are used in parenthetical references only. The full name of each book must be spelled out in the text. Only Arabic numerals are used, never Roman numerals. Other abbreviations can be found in the two reference books previously mentioned. The Bible would only be listed on the Works Cited page if it is used for helps. If the reference is from the King James Version, no note is made as to its version but all others will give an abbreviation of their version. An example is: (1Cor. 2:6-10 NIV).

Old Testament (OT) Book Abbreviations

Gen.	Genesis	Eccl.	Ecclesiastes
Exod.	Exodus	Song. Sol.	Song of Solomon

Lev.	Leviticus	(also Cant.)	(also Canticles)
Num.	Numbers	Isa.	Isaiah
Deut.	Deuteronomy	Jer.	Jeremiah
Josh.	Joshua	Lam.	Lamentations
Judg.	Judges	Ezek.	Ezekiel
Ruth	Ruth	Daniel	Daniel
1 Sam.	1 Samuel	Hos.	Hosea
2 Sam.	2 Samuel	Joel	Joel
1 Kings	1 Kings	Amos	Amos
2 Kings	2 Kings	Obad.	Obadiah
1 Chron.	1 Chronicles	Jon.	Jonah
2 Chron.	2 Chronicles	Mic.	Micah
Ezra	Ezra	Nah.	Nahum
Neh.	Nehemiah	Hab.	Habakkuk
Esth.	Esther	Zeph.	Zephaniah
Job	Job	Hag.	Haggai
Ps.	Psalms	Zech.	Zechariah
Prov.	Proverbs	Mal.	Malachi

New Testament (NT) Book Abbreviations

Matt.	Matthew	1 Cor.	1 Corinthians
Mark	Mark	2 Cor.	2 Corinthians
Luke	Luke	Gal.	Galatians
John	John	Eph.	Ephesians
Acts	Acts	Phil.	Philippians
Rom.	Romans	Col.	Colossians
1 Thess.	1 Thessalonians	1 Pet.	1 Peter
2 Thess.	2 Thessalonians	2 Pet.	2 Peter
1 Tim.	1 Timothy	1 John	1 John
2 Tim.	2 Timothy	2 John	2 John
Tit.	Titus	3 John	3 John
Philem.	Philemon	Jude	Jude
Heb.	Hebrews	Rev.	Revelation
Jas.	James	(also Apoc.)	(also Apocalypse)

There is no need for extra binding or a folder to hold the paper. Simply staple the paper together in the upper left hand corner. Make two copies of the paper. Submit one to the professor and keep one in your personal file.

Works Cited

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