

**TITLE OF RESEARCH REPORT**

**(And an abstract of same, if  
you wish.)**

**BY:**

**STUDENT'S FIRST AND LAST NAME  
MIS 301 *Missions*, Professor D. Thomas Porter, Ph.D.  
FAITH THEOLOGICAL SEMINARY & CHRISTIAN COLLEGE**

**DATE**

## TITLE OF RESEARCH REPORT

In order to write a good research paper, there are certain guidelines that must be followed to insure a high-quality paper. The font to be used should be 12-point Times New Roman on a computer. Every paper should have an introduction that explains what the topic of the paper will cover. This should be preceded by a title page as demonstrated by the title page of this packet, noting that that title is the same on both pages.

The title of the paper should be tripled-spaced from the top of the page, use bold-faced lettering that is centered and capitalized. The author's first and last name should appear on the bottom of the page, followed by the course name, the name of the school: *Faith Theological Seminary & Christian College*, with the date at the bottom.

On the first page, the title of the paper should be centered at the top of the page, in capital letters, with the letters in bold print. This will cause the information to stand out. Please note that there should be a triple space before the actual writing of the title. The introduction should be noted as shown above (if an introduction is used; there is one exception: *Biblical Interpretation*, as the course syllabus specifies other assignments). The word itself should be centered, in capital and bold-faced letters.

Each one-sided, double-spaced page should have margins of at least one inch at both sides, one inch at the top and one-and-a-half inch at the bottom. In the following paragraphs, we will give some valuable suggestions that will help you to write a quality paper both in content, and in form (neatness of presentation). The total number of content pages do not include the title page or the

bibliography.

Each paper needs to be submitted one week after the last session of class or there will be a grade deduction for the paper.

## **I. MAIN TOPICS**

The main topics should be numbered in Roman numerals and should be in capital and bold-faced letters. Please note that the main topics are not centered but are to the left of the page. When you make reference to any material you have read, you must follow that information with a parenthesis, the last name of the author, a colon, and the number of the page (s) from which the information was taken (Herrington: 32,33). If you quote the reference exactly, you should put the statement in quotation marks and be certain to reference them. Contractions should only be used when they are a part of a direct quote and not in your content. Whenever you mention a specific book title, it should be underlined as Write for College.

If the number of lines used to make the paraphrase or quote the reference is less than three (3) lines, you can write them as a part of the text. If the quote is more than three (3) lines, however, you should make the reference as follows:

“To begin writing the quote, you should space twelve (12) times on a typewriter or indent tab twice on a computer before writing the first word and six (6) spaces or one indent tab before writing the next line. This should all be single-spaced. Whether you specifically quote a short passage as mentioned above or use this method, it is necessary to use quotation marks. Remember to always reference the work cited” (Herrington: 34).

If you quote the same author twice in a row, it is not necessary to write the last name again, just do the following (Ibid, 35). In case that there are two authors with the same last name, write the last name of the author and the initial of the first name (Herrington, G.: 36). If you quote an author who has written two or more works, write the last name of the author, the underlined title

of the work, a colon and the page (s) (Herrington, How to Write a Research Paper: 78). Even though you might not quote an author directly, but paraphrase/summarize his words, you must still reference their information according to the “Copyright Laws” (Herrington:39).

The first time you cite the Bible in a paper, you will need to list the name of the translation first, then the Bible reference, include a comma between the two. For example, "In the same way, let your good deeds shine out for all to see, so that everyone will praise your heavenly father" (New Living Translation, Matthew 5.16). The second time you quote a passage from the same translation, you only need to give the scripture reference, for example: (Matthew 5.16), **unless** you are using a different version from your previous quotation. Then, you will need to identify the version being deployed.

Please note in this example, the reference is at the end of the sentence with parentheses. But if you introduce a sentence with a specific Scripture, parentheses should not be used, for example: As recorded in Matthew 5:17, Jesus declared, “Do not think that I came to destroy the Law or the Prophets. I did not come to destroy but to fulfill.” (NKV)

#### **A. Other Divisions**

If it is necessary to divide further under the subtopics, you should start writing the title at the far left of the page. The title should be in bold-faced letters with the first letter of the first word and any other important word capitalized. Unlike the main topics and subtopics that need a triple-space from the last line of the preceding paragraph to the title, you can continue using double-space for the subdivisions.

1. Additional subdivisions can be done by indenting twelve (12) spaces on a

typewriter or double tab indentation using Arabic numerals. Begin the first line of the subdivision after double-spacing, continue the subdivision using a single space format as with this example. Before starting the next line after the subdivision, double space after completing the information in the subdivisions.

## CONCLUSION

The conclusion has three parts. The **first** part is a straightforward summation of all the material presented in the paper as a statement acknowledging accomplishing what was presented in the introduction. Do not add any new, additional information at this point, since the conclusion is only a summary of what has already been stated.

The **second** part details the implications of your research. Answer the “So what?” Now that you’ve covered the designated topics, what do we know now, can do now, can be now, that we did not know, do, be before. In the event, the implications are beyond the scope of your research, identify what further research you would argue needs to be conducted. What aspects were you unable to address? What problems were you unable to overcome in your research? (Remember, knowing the questions is just as important, if not more so, than “knowing” the answers.)

**Third**, a final tagline, a single simple sentence. For example, “This research concludes...”

Don't Forget to Put in Page Numbers

## **BIBLIOGRAPHY**

Since a research paper is a formal presentation of information and material from your textbook(s), additional research articles & material, or lecture notes, you the writer must provide an overview of materials used, even if you have only used your textbook and a Bible. It begins on a separate page and is not considered as a content page (the pages of this packet are numbered, but not to be considered an example for your assignment). The Bibliography provides a list of the sources you quoted or paraphrased to complete your research paper. Specific information on the proper format of a bibliography can be found in the Handbook of Grammar & Composition, James A. Chapman (Pensacola, Florida: A Beka Book Publication, 1996), pp. 282-302.

It should be arranged alphabetically by the author's last name. If you make a reference to two or more works by the same author, it is not necessary to write the name of the author every time. In this case, use the underscore in the place of the name and continue as noted above. The following is an example:

Horton, Stanley M. What the Bible Says About the Holy Spirit. Springfield, Missouri: Gospel Publishing House, 1976.

\_\_\_\_\_. Our Destiny: Biblical teachings on the Last Things. Springfield, Missouri: Gospel Publishing House, 1996.

The following are some additional entry examples:

### **A book with one author:**

Martin, Walter. The Kingdom of the Cults. Minneapolis, MN: Bethany House Publishers, 1996.

### **A book with two or more authors:**

Gangel, Kenneth O. and Howard G. Hendricks. The Christian Educator's Handbook on Teaching. New York, New York: Scripture Press Publications, Inc. 1988.

### **A book with an editor:**

Hersch, Jr., Edward (ed.). What Your First Grader Needs to Know: Fundamentals of a Good First-Grade Education. New York, New York: Doubleday, 1991.

### **A translation of a book:**

Campbell, Doak. El Maestro Eficiente. Revadavia, Argentina: Junta Bautista de Publicaiones, 1979.

**A work in more than one volume:**

McDowell, Josh. Evidence That Demands a Verdict (Volume 2). Nashville, TN.: Thomas Nelson Publishers, 1993.

**A signed article in a monthly magazine:**

Beardsley, Thomas. "For Whom the Bell Curve Really Tolls." Scientific American, January 1995, Volume 272, Number 1, pp. 14-17.

**An unsigned article:**

"What Vietnam Did to Us." Newsweek, December 14, 1981. Pp. 46-97.

**CD-ROM database/article:**

Eberle, Harold. "Progressive Christian Worldview." Worldcast Ministries. CD-ROM: Disc 1, Track 1. Worldcast Ministries. February, 2007.

**VHS, DVD:**

How to Leave Your Job and Buy a Business of your Own. Videocassette. Self-Reliance Press, 1990. 55 min.

"The American Experiment: Stepping Stones." The Truth Project. DVD: Session 10. Focus on the Family, 2006.

**Television or Radio Program:**

"The Ultimate Road Trip: Traveling in Cyberspace." 48 Hours. CBS. WBBM, Chicago. 13 April, 1995.

**Computer Sources:**

**Article in Electronic Journal (not in print):**

"2006: The Best of Times, The Worst of Times." Charisma Online (13 January 2006): Online. Internet. Available: <http://www.strang.com/newsletters.php>

**Article in Electronic Journal (also in print):**

Stempel, Douglas. "Loving Our Heritage." Anapolis Reporter 3 July 1992: History Index. Online. Comptell. 13 November 1995.

**Book in Electronic Text (also in print):**

Christensen, Jens. Mission to Islam and Beyond - A Practical Theology of Missions. Adelaide, Australia: New Creation Publications, 1977. Online.. Internet. 1996. Available: <http://answering-Islam.org/Books/Christensen/ordering.html>

**The Bible:**

The New King James Bible, The Open Bible Expanded Edition. Nashville, TN.: Thomas Nelson, Inc. 1983.