

Style Guide Template for Papers

The following information for how to format your research papers is condensed from Taylor's *Guide for Research and Writing* (www.taylor-edu.ca)

1. General Instructions

Here are some guidelines for the physical preparation of your paper.

1. Research papers are to be printed in dark, readable type on standard-sized (8.5 x 11" [22 x 28 cm]) bond paper, using margins of at least one inch (2.5 cm) on all four sides. There should be about 27 lines per page.

2. The consecutive page numbering sequence should begin with the first actual page of your paper (*not* the title page or the table of contents page(s)). The actual *printing* of Arabic numbers in the upper right-hand corner of each page, however, should begin with the second page of the paper.

3. Except for the title page, the table of contents page(s), and the first page, your last name should be printed at the top of each page, followed by a space and the page number. This heading should be flush right and should be in a smaller point size if possible.

4. Use double-spacing throughout the text of the paper, excluding long block quotations. If the long block quotation equates to at least four single-spaced lines, convert the quotation to single spaced lines and indent the full quotation by at least 1 cm. Footnotes may be single-spaced, as long as the start of each footnote is indented by at least 1 cm.

5. The typeface should be 12 point (normally Times New Roman font). Use the right hand margin alignment. Do not justify the right-hand margin. In addition, it is permissible to use italics instead of underlining for headings and bibliographic information (as is done in this document). Footnotes may have a smaller typeface (10 point) and be single spaced.

6. Separate pages should be used for bibliography/works cited and appendices.

2. Paper Formatting Instructions

Headings and paragraphs should be used throughout a paper of more than ten pages (although you can use headings for shorter papers too). No heading is necessary for the introductory section of your paper, though. Normally three levels of headings are sufficient, and these, which are also illustrated in this document, are as follows:

Heading 1 (1.0): Centered Uppercase and Lowercase (May be Bold)

Heading 2 (1.1.): Flush Left, Underlined or Italicized, Bold if possible, Uppercase & Lowercase

Heading 3 (1.1.1.): Indented, underlined or italicized, lowercase paragraph heading ending with period. Text continues on same line

The first sentence of each paragraph should provide a brief overview of the main point(s) being made in the rest of the paragraph.

Each paragraph should express a new or complete thought or idea, and should not be more than, say, three-quarters of a page long, and generally not less than three well-developed sentences. Indent the first line of each paragraph half an inch.

Your Introduction should tell the reader what you hope to accomplish in your paper (“here is what I will do”). The Body of your paper should demonstrate to the reader how you are accomplishing your goal (“here is what I am doing”). The Conclusion should remind the reader of what you have accomplished in your paper (“here is what I did”).

3. Footnoting and Bibliographic Citation Examples (see further in the Seminary’s Guide)

Book with one author

Full Footnoting reference:

³ Randal Rauser, *Is the Atheist My Neighbor? Rethinking Christian Attitudes toward Atheism* (Eugene, OR: Cascade), 15.

⁴ *Ibid.*, 21. [An immediately succeeding reference of the same source]

Short form footnote

¹⁶ Rauser, *Is the Atheist My Neighbor*, 21. [A subsequent footnote with intervening references to different sources.]

Bibliography reference (last name first, no bracketed publication information):
Rausser, Randal. *Is the Atheist My Neighbor? Rethinking Christian Attitudes toward Atheism*.
Eugene, OR: Cascade, 2015.

Article in a Journal

Full Footnoting reference:

⁷ Ralph J. Korner, “‘And I Saw . . .’ An Apocalyptic Literary Convention for Structural Identification in the Apocalypse,” *NovT* 42 (2000): 160-83.

⁸ *Ibid.*, 21. [An immediately succeeding reference of the same source.]

Short form footnote:

¹² Korner, “‘And I Saw . . .,’” 180. [A subsequent footnote with intervening references to different sources.]

Bibliography reference:

Korner, Ralph J. “‘And I Saw . . .’ An Apocalyptic Literary Convention for Structural Identification in the Apocalypse.” *Novum Testamentum* 42 (2000): 160-83.

Bible Commentaries

Full Footnoting reference:

⁷ Jerry E. Shepherd, *Leviticus* (SOGC; Grand Rapids: Zondervan, 2020), 134.

⁸ *Ibid.*, 21. [An immediately succeeding reference of the same source.]

Short form footnote

¹¹ Shepherd, *Leviticus*, 146. [A subsequent footnote with intervening references to different sources.]

Bibliography reference:

Shepherd, Jerry E. *Leviticus*. Story of God Commentary. Grand Rapids: Zondervan, 2020.

Conclusion

Taylor’s *Guide for Research and Writing* is intended to aid Taylor Seminary students preparing research papers and major class assignments. Check it out for more examples on how to cite sources and on how to write well. You are also encouraged to consult faculty and library staff for further assistance or more detailed information.