



## **INSTRUCTIONS FOR WRITING A PAPER**

Each paper should be between 5-10 typewritten pages not including the title page and reference page, unless otherwise specified. It should be double-spaced and contain a title page and a reference page. The paper should have an introductory paragraph which explains the purpose of the paper and then several paragraphs which develop the theme of the paper. Each paragraph or two should cover a single point in detail. The concluding paragraph(s) should recap and summarize the theme and points covered in the paper.

The font (type style) for the body of your paper should be Times New Roman or Ariel and 12 point in size. You may use up to a 14 point size for titles and headings. The paper should be in black unless highlighting a point or citing a website. Do not use fancy or script fonts, large type or various colors.

The title page should include the title, centered on the page in Bold Caps, name of author, (centered and 2 lines below the title), the name of the teacher, comma, followed by the name of the class (centered and 2 lines below the name of the author), then the date (centered and 2 lines below the name of the teacher).

TITLE (centered vertical and horizontal)

John Doe

Dr. Someone's Name, The Anointing

January 15, 2006

The reference page should be last page of the paper and should be titled REFERENCES CITED at the top of the page and centered. Each paper should cite at least 3 separate sources, not including the Bible. If you quote the Bible, put the reference in the text as well as the version, but do not put it on the reference page. Each entry should be placed alphabetically by first letter of last

name of author of source and double-spaced between entries. Examples are give below (do not use color for your references):

This is how to cite a book. The last line is for the city of publication of the book and the name of the publisher:

Jones, Alfred & Dean, Bob. (1992). *How to Write a Paper for College*. Boston: St. Martin's Press.

This is how to cite a magazine article, the "24" refers to the issue number and the following numbers refer to the pages you are quoting:

Morton, Bruce. (1961). *Captivating your audience*. *Writer's Magazine*, 24, 456-457.

This is how to cite an internet article. The teacher should be able to find the article online with the information provided in the citation. The last date in the citation is the date that you accessed the website:

Wilson, Anna. (2004). *Using the internet for research*.  
[www.researchpapers.us/wilson](http://www.researchpapers.us/wilson), August 13, 2006.