

PAPER WRITING GUIDE



2nd Edition

Margaret Tarpley

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ACKNOWLEDGEMENTS

The teaching staff of the Nigerian Baptist Theological Seminary, Ogbomoso, Nigeria, identified a need in the 1980s for available and affordable paper writing guidelines. The first edition of this book was the results. Seminary colleagues including D'Anna Shotts, Lois Norman, Ibiba Okpara, and Mary Jane Whorton offered invaluable advice and assistance. Shirley Gunn, Director of Publications for the Nigerian Baptist Convention, and D'Anna Shotts, Library Director of the Kaduna Baptist Theological Seminary, encouraged me to update the book and incorporate computer, Internet, World Wide Web, and other influences on research methods and paper production. John Tarpley offered enthusiastic support for the project. This 2nd edition of *Paper Writing Guide* maintains the format of the original work with updates in examples and form styles.

I

WRITING THE PAPER



INTRODUCTION

‘Term paper’, ‘long essay’, ‘research paper’, and ‘dissertation’ are all terms used for a formal paper requiring research, documentation, organization, and thoughtful writing, followed by careful editing. An objective style is employed with few or no personal references. Whether the paper is five pages or five hundred pages, rules of form remain constant. Numerous styles or forms for typing, reference notes, and bibliography exist. Each instructor may have a preferred format. Sometimes the school will choose one format for all students in that institution to follow. The student is responsible for using the assigned format as the guide and must be *consistent* with whichever form or style is adopted. The student must refer to it constantly as research is completed and the paper is constructed. The title page, table of contents, reference notes, page margins, bibliography, and other parts or aspects of the paper must conform precisely to the specified format.

The intention in this guide is not to be exhaustive or “the last word” on formal paper writing. This guide attempts to answer the most frequently asked questions about paper composing, editing, and construction. The second section contains a form and style manual. Whenever a satisfactory answer is not located in this brief text or the examples presented, the reader is referred to those books listed in the Bibliography found near the end of the book. Persons attempting to write up original research will need more specialized guidelines than are seen herein and should seek assistance from the supervisor, other researchers, and librarians, as well as specialists in the field of study. Useful books on paper writing and research are available in libraries and bookshops, especially those on post-secondary school campuses.

STEPS IN WRITING THE PAPER

1. CHOOSE A TOPIC. Make certain that a topic can be adequately handled. While the topic must not be too broad, it must be one for which you can locate enough material. “The Human Body” and “Counselling” are too broad. “The Effects of Malnutrition on the Human Body” and “Counselling the Drug Abuser” are more realistic. Writing on a subject that interests you lightens the work.

2. RESEARCH THE TOPIC. Go to the library and search the catalog for books on your topic. Go to the periodical indexes to find related journal articles. If you cannot determine the appropriate terms to look up, consult the librarian. Check the subject in a general and a specialized encyclopedia or a topical dictionary.

3. GATHER DATA

- Gather data from books, journals, and other published or unpublished materials and make careful notes listing the author, title, city, publisher, date, and each page of a book in which you find pertinent information. For journal articles record the author, title, volume number of the journal, date, and inclusive page numbers of each article. Separate note cards for each information source and for each sub-topic are recommended. Number the individual cards when you have several cards from one source or on one subject.

- Gather data by interview, correspondence, note-taking at lectures, and other means. Keep records on when, where, and whom you interview, correspond with, or take notes from. Questionnaires are sometimes appropriate. Original research requires specialized guidelines supplied by the supervisor or the institution.

- Gather data from the World Wide Web or Internet. Use Web sources with caution. Remember that anyone with computer skill can produce a Web site; credentials or qualifications are unnecessary. Quote only reliable sources such as those produced by educational institutions, governments, reputable organizations, and respected persons. Never use sources from unknown

contributors. Web sites of individuals or unfamiliar groups are often suspect and should not be cited for information unless you are certain of the trustworthiness of the person or group. Any material gathered from the Web must cite the actual day, month, and year it was seen as well as the URL (Web address). Printing a copy of the Web page is advised for reference purposes. Web pages are not permanent and a printed copy will allow the researcher to make continued use of information that may no longer be available electronically.

4. ORGANIZE YOUR MATERIAL and then draw up an outline for the order in which you will present the data.

5. WRITE THE PAPER in your own words. Give credit for all ideas and materials borrowed.

6. EDIT THE PAPER. Read through the entire paper, checking for errors in spelling, punctuation, choice of words, paragraphing, and bibliographic form. Even the grammar and spelling checker on a computer will not find all errors or misused words. Make corrections as you rewrite the paper. Edit again. The final draft copy, whether typed, printed, or handwritten, must be as nearly perfect as possible.

7. COMPLETE THE PAPER. Construct all necessary components of the paper such as table of contents, reference notes, bibliography, and any other part.

8. PRODUCE THE FINAL DRAFT OF THE PAPER. If the final draft is professionally typed on a computer or typewriter, the writer is responsible for informing the typist of the style to employ.

9. PROOFREAD the final typed copy for errors and make corrections.

DOCUMENTATION AND NOTE-TAKING

The citing of information sources consulted while researching and writing the formal paper is called 'documentation' and is seen as footnotes, endnotes, or parenthetical (in-text) references (which will be discussed in the section "Writing the Paper") and as items in the bibliography. The bibliography is an alphabetical listing of:

1. every noted source whether footnote, endnote, or parenthetical note
2. every source referred to in the body of the text and not noted
3. (optional; ask supervisor) every source read and considered but neither named in the paper nor footnoted, even though note cards were made¹

The alphabetical order of the bibliographical items is determined by the author's *surname* or, where no author or editor is given, by the *first word* in the title which is *not* 'A', 'An', or 'The.'

Bibliography Cards

Many students and researchers find bibliography cards, usually 8 cm x 13 cm (3" x 5"), useful for documenting all the sources consulted in the course of writing a paper (see next page). The bibliography card contains the author(s), title, and publication data for written works, or the date, place, and circumstances for other information resources such as interviews, addresses, letters, etc. Web references include the organization or person responsible for the Web site, the title of the site, and the date the reference was viewed. A separate card is made for each source. Since the bibliography cards serve as the foundation of the final bibliography for the paper, proper form should be observed (see "Bibliography Examples"). Always use the book's title page and

¹ Some believe that any source consulted will influence the writer's thought process; others believe the writer is seeking to lengthen the bibliography so it appears more impressive.

verso²—*never the cover or spine*—to determine the author(s), title, and publication data. The latest copyright date is the preferred date of publication. If no copyright date is found, use whatever date is listed. When the publication data are not found in a library book, check the library catalog listing. If no place of publication can be determined from the book or the catalog, put 'n.p.' Likewise if no printer or publisher is located and it is not published by the author, put 'n.p.'³ If no date of publication can be determined, write 'n.d.'⁴ Publication data for periodicals are not found consistently in the same place. Use the cover, inside cover, or any of the initial pages to ascertain the volume number, date, issue number, and the title of a periodical.

Sample Bibliography Cards

Imasogie, Osadolor. African Traditional Religion. Ibadan: University Press, 1982.

299.6

Im-I-a

Trautman, John R. "A Brief History of Hansen's Disease." The Star. 45, November-December 1985, pp. 9-12.

N.B.T.S. periodical section

When making a bibliography card for a periodical article, examine the actual issue and check the author's name and the article title as well as the name of the periodical and note the volume number, month or season (or issue number if month or season is omitted) and the year. The first and last pages of the article must be recorded. Make note of where a book or periodical was located (e.g., library call number, owner's name, etc.) in case further reference becomes necessary. The bibliography card for Web sites must include the date the site was accessed as well as the site name and the institution, person, or group responsible for the site.

² The back side of the title page.

³ Kate L. Turabian. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (Chicago: University of Chicago Press, 1996), p.132.

⁴ Turabian, p. 134.

Note Cards

Many researchers use note cards, 8 cm x 13 cm (3" x 5"), 10 cm x 15 cm (4" x 6"), 13 cm x 20 cm (5" x 8") etc., or note sheets, 13 cm x 20 cm (5" x 8") or 20 cm x 25 cm (8" x 10") to make notes from books, journals, encyclopedias, interviews, Web sites, or other information sources. Sufficient bibliographic data should head the note card so that the writer can easily identify the source. Number the subsequent cards and write the topic and make an abbreviated note of the author and title.

Notice how the page numbers are included immediately after the material abstracted or copied. Develop the habit of copying the page numbers as notes are taken. Researchers waste time verifying page numbers carelessly omitted. *Always put quotation marks around the phrases or sentences that are copied out exactly as printed.*

The note cards or note sheets become the foundation for constructing the final paper. Cards on related sub-topics are grouped together and then organized in a logical manner for the researcher to construct his outline and then to begin the actual writing.

Sample Note Cards

O. Imasogie, African Trad. Rel., 1982. card 1

Studying ATR Problems, Dr. Imasogie cites difficulties in studying African Traditional Religion: 1. lack of written scriptures, 2. "difference between external medium of expression of one's experience of a reality and the reality so expressed," 3. it is unfair to compare one form of expression with another, 4. 'evolutionary' theory of religion's origin, 5. Western travelers influence on how ATR was reported

Don't Forget to Record Page Numbers!

(Imasogie-ATR), card 2

6."Stay-at-home writers," 7."humanistic approach to religion," 8. number of different African ethnic groups who may each have their own approach to religion (pp.1-5). Early western and even African writers did not think ATR worthy of serious scholarly study. (pp. 15-16).

Outline Form

The following is the standard format for outlining:

- I. First Division
 - A. Subdivision
 - B. Subdivision
 - 1. Sub-topic
 - 2. Sub-topic
 - 3. Sub-topic
 - a. Sub-topic expansion
 - b. Sub-topic expansion
- II. Second Main division
- III. Third Main Division
 - A. Subdivision
 - B. Subdivision
 - C. Subdivision
- IV. Fourth Main Division
 - A. Subdivision
 - B. Subdivision
 - C. Subdivision
 - 1. Sub-topic
 - 2. Sub-topic

In a proper outline there must be at least two main divisions. Never use less than two subdivisions, sub-topics, or sub-topic expansions at each level. When the paper is finished, the table of contents will be based on the final outline.

WRITING, ORGANIZING, AND EDITING THE PAPER

Employ an objective writing style. Avoid 'I', 'me', 'mine', or other personal references. An occasional 'this writer' might be permitted for clarification purposes. Choose words thoughtfully and consult the dictionary on all doubtful spellings and definitions.

Give credit for all ideas, research, and information not original. Failure to assign credit for borrowed ideas or information is known as plagiarism and is unethical. Plagiarism is a violation of the code of conduct in many institutions. Do not copy the exact words from some source and then use them as your own. Exact quotes may be used; they must be indicated by quotation marks or, if longer than four lines, by indention and single-spacing (a block quotation). Do not use too many direct quotes. The paper should represent your own use of words and your understanding of the topic. As you read the source material, try to synthesize those ideas into your own thoughts and interpretation. The writer gives credit by incorporating the identity of the source in his text or, more commonly, by employing a footnote (located at the bottom of the page on which the note is located) or an endnote (located at the end of the paper or a chapter). A third type of reference note is located within the text enclosed in parentheses.

Two types of notes are reference and content. As material from various sources is incorporated into the body of the paper, a number is placed at the end of each borrowed idea or direct quote (see below for example) so that a corresponding reference note can be added at the page bottom if footnotes are required. The content note explains, defines, translates, comments on, elaborates, or updates the portion of the text immediately preceding the note numeral⁵ (an example is footnote '1' on page 9). Reference note numbering should be continuous within the chapter. In the paper consisting of several chapters, reference note numbering of each subsequent chapter will start over with 'one.'

Some instructors or supervisors allow reference notes to be grouped at the end of a paper or at the end of each chapter. These

⁵ Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, p. 118.

endnotes simplify production of the paper, whether typed, computer-produced, or handwritten. As endnotes are not accepted by all teachers or institutions, the student must verify if they are permitted. Endnote style and numbering follow the same rules as the footnotes. If a paper has no chapter divisions, the endnotes come at the end of the paper on a separate page with the heading 'NOTES' or 'ENDNOTES'. If there are chapter divisions, the endnotes for each chapter should be placed on a separate page at the end of the chapter. The heading for endnotes should be placed 5 cm (2") from the top of the sheet and be done in all capital letters (Example: CHAPTER 2. NOTES).

Organizing and Editing

'To proofread' or 'to edit' means to read a written work closely, to check for errors and to make corrections. The entire paper, including the introductory elements and the bibliography, must be thoroughly inspected for problems in spelling, punctuation, paragraphing, and bibliographic form. The first (rough) draft should never be the final draft. Keep a dictionary at hand so that any uncertain spellings or meanings can be looked up. A thesaurus can suggest synonyms for overworked terms. Copy the corrected paper over once or twice or even more in order to improve the organization, sentence structure, and paragraphing. The final draft ought to be as error-free as one is capable of making it.

Number all pages after the title page. Some prefer to use Roman numerals for introductory elements and Arabic numbers in the text and elements following. The table of contents may simply list the chapter titles with corresponding initial page numbers. If the writer wishes to outline each chapter, he must conform consistently to his outline form. Do not put page numbers in the table of contents until the final copy of the paper has been completed.

Underline (or italicize) non-English terms not in common English usage. When translating non-English passages or quotations, place a short translation of one sentence or less in parentheses immediately following the passage. For translations longer than one sentence, employ a content note. Accent or tone marks, phonetic symbols, and other non-Roman alphabetic characters should be added neatly with black ink when no typewriter key or computer symbol can approximate the mark, symbol, or letter. Underline the titles of books and journals or use italics. Put quotation marks around article titles and titles of unpublished works. In the text of the paper "numbers smaller than

one hundred and round numbers. . . are usually spelled out”⁶ (e.g., forty-four and five million). Other numbers (e.g., 138 or 5,683) and dates (e.g., 7 September 1904) are written as numerals. Bible references and time are also expressed as numerals. Except in scientific or statistical papers, use the word 'percent' 'rather than the symbol ‘%’.⁷

The finished paper consists of part or all of the following components in this order:

1. Title page
2. Table of contents with page numbers
- *3. Lists of tables or illustrations with page numbers
- *4. Acknowledgements
5. Body of text
- *6. Endnotes (Notes)
7. Bibliography
- *8. Appendix
- *9. Index
- *10. Writer's biographical data.

The starred (*) items are optional unless needed by the writer or required by the instructor. The basic paper might have only a title page, text, and a bibliography if any sources were cited. If endnotes are permitted in a short paper, even the bibliography may be omitted at the instructor's discretion.

If an abstract is required, it will be the final item of the paper and should not be paginated. Some writers wish to add a dedication page or a preface. If such is permitted by the supervisor, the preface should come before the acknowledgements. The dedication page should be placed between the title page and the table of contents.

⁶ William Giles Campbell and Stephen Vaughan Ballou, *Form and Style*, 5th ed. (Boston: Houghton Mifflin, 1978), p. 149.

⁷ *The Chicago Manual of Style*, 13th ed. (Chicago: The University of Chicago Press, 1982), p. 235.

II

FORM AND STYLE
MANUAL



GUIDELINES FOR THE COMPUTER-PRODUCED, TYPED, OR HANDWRITTEN PAPER

Most papers are produced on typewriters or computers, but some institutions or individual teachers may still accept handwritten papers. Guidelines for all three methods follow.

Guidelines for the Computer-Produced Paper

Word processing is the term applied to producing papers or any other printed materials on a computer. A keyboard identical to the typewriter is used. Do not assume that a professional computer typist will be familiar with form guidelines described in this book or some other work on formal paper preparation. *Supply the typist with a copy of the guidelines to be followed.* The typist's work must be carefully proofread by the writer and returned to the typist for any corrections. The writer of the paper and not the typist is responsible for the content and appearance of the final copy.

Use the same computer font (type face) throughout the production of the final copy. All sheets of paper in a single work must be the same size. Handle the white paper with clean hands. Print on one side of a sheet only. Corrections are simple and done electronically. Tools such as the spelling and grammar checkers assist in a quality product. Do not rely totally on these spelling and grammar aids because they are not foolproof and they will not detect misused words. Ink is permitted only for transcribing symbols or characters not found on the computer.

In reference notes and the bibliography use one letter space after a comma (,), semicolon (;), and colon (:). Leave no letter space after the colon in a Bible reference or the time. Leave two letter spaces after a full stop (.), question mark (?), or exclamation point (!). A hyphen (-) is one short line. A dash (--) is two hyphens. Neither has a letter space before or after.

Use single inverted commas (‘ ’) around words, phrases, or letters when they are being emphasized or explained.

Margins and Pagination

When using 21 cm x 28 cm (8.5" x 11") sheets, set the

margins at 2.5 cm (1"). If the paper will be fastened or bound on the left, set the left margin at 4 cm (1.5"). Maintain consistent margins throughout the paper. If paper size varies, change the right and left margins proportionately. Set the paragraph alignment as Left, not Justified.

A 5 cm (2") top margin is proper for any page with a heading such as the table of contents, chapter, or bibliography.

Word processing programs can automatically create footnotes. The feature may be found under 'Insert' on the Tool Bar but programs might vary. The typist is responsible for program features. If footnotes cannot be created within the computer program, allow room for any footnotes. The 2.5 cm (1") margins should be measured from the end of the last footnote on the page or from the last line of text when no footnotes appear.

Computers can generate page numbers; but with the longer, more complex papers, care must be taken that the numbering is done properly. Page numbering rules are based on the type of paper. A short paper might have only a title page in addition to the actual text. The first page of text is considered page one. In a longer paper with several parts or chapters, the first page of the first chapter is page one. Pages found before the first page of the first chapter may be numbered with small Roman numerals (e.g., i, ii, iii...). The title page should not have a number printed on it but it may be counted as a page for the Roman numeral numbering.

Indentation

The default indentation is usually 5 to 8 spaces. Indent paragraph first lines, footnote first lines, bibliography second and subsequent lines (called hanging indentation) and block quotations. Only block quotations are indented as a unit. Except for the spaces on the first line of each paragraph, do not indent the text further under subheadings. Watch carefully that the indentation is the same throughout the paper.

Headings and Text

The title and section headings should be typed in all capital letters and centered on a new page 5 cm (2") from the top edge. Leave three line spaces between a heading and the next line. Subheadings may be centered on the page or may begin at the left-hand margin and should be underlined to distinguish them from the text. Subheadings may be typed in all capital letters or may have all the important words capitalized. If the paper contains more than one level of subheadings such as would result from following an outline style, vary the style of the subheadings at

each level within the limits described above. Leave one blank line space above a subheading.

In mid paragraph at the bottom of a page of text, a sentence may be broken and continued on the next page. Each line of text should extend to the right margin except at the end of a paragraph or the introduction to a block quotation. Do not break a word from one page to the next. When breaking a word at the end of a line, check the dictionary for correct division.

“The text and footnotes are separated by a short rule”⁸ (a typed line about 20 or 22 letter spaces in length) beginning at the left-hand margin on the first line beneath the text. Double-space from this line and indent for the footnote. Footnote numbers are done as superscripts (small number slightly raised--see below) both in the footnote and in the text.

Double-space the text and between footnotes and between the items in the bibliography. Single-space within individual footnotes and bibliographic items. Underline book and journal titles. Put quotation marks around titles of articles, chapters, and unpublished works.

The computer program can generate page numbers or the numbers can be entered manually. Number introductory pages and pages with centered headings at the bottom center 1.3 cm (.5”) from the lower edge. Number other text pages in the upper right corner.

The table of contents should be the last element typed. Double-check the table of contents numbers against the pages referred to. Proofread the finished copy of the paper.

Guidelines for the Typed Paper

Do not assume that a professional typist will be familiar with form guidelines described in this book or some other work on formal paper preparation. *Supply the typist with a copy of the guidelines to be followed.* The typist’s work must be carefully proofread by the writer and returned to the typist for any corrections. The writer of the paper and not the typist is responsible for the content and appearance of the final copy.

Use the same typewriter throughout the production of the final copy. All sheets of paper in a single work must be the same size. Handle the white typing sheets with clean hands. Always begin with a new black ribbon and replace it whenever the print

⁸ Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, p. 254-255.

dulls. Type on one side of a sheet only. Make typing corrections carefully and cleanly. Never correct with pen or pencil. Correction fluid is permitted for small errors but not for whole lines of text. Ink is permitted only for transcribing symbols or characters not found on the typewriter.

In reference notes and the bibliography use one letter space after a comma (,), semicolon (;), and colon (:). Leave no letter space after the colon in a Bible reference or the time. Leave two letter spaces after a full stop (.), question mark (?), or exclamation point (!). A hyphen (-) is one short line. A dash (--) is two hyphens. Neither has a letter space before or after.

Use the lower case 'l' ('l') for the numeral 'one' if there is no "one" on the typewriter; do not use capital 'l'. Use single inverted commas (‘ ’) around words, phrases, or letters when they are being emphasized or explained.

Margins and Pagination

When using 21 cm x 28 cm (8.5" x 11") sheets, set the margins at 2.5 cm (1"). If the paper will be fastened or bound on the left, set the left margin at 4 cm (1.5"). Maintain consistent margins throughout the paper. If paper size varies, change the right and left margins proportionately.

A 5 cm (2") top margin is proper for any page with a heading such as the table of contents, chapter, or bibliography.

Allow room for any footnotes. The 2.5 cm (1") margins should be measured from the end of the last footnote on the page or from the last line of text when no footnotes appear.

Page numbering rules are based on the type of paper. A short paper might have only a title page in addition to the actual text. The first page of text is considered page one. In a longer paper with several parts or chapters, the first page of the first chapter is page one. Pages found before the first page of the first chapter may be numbered with small Roman numerals (e.g., i, ii, iii...). The title page should not have a number printed on it but it may be counted as a page for the Roman numeral numbering.

Indentation

Indent paragraph first lines, footnote first lines, bibliography second and subsequent lines (called hanging indentation), and block quotations five letter spaces. Only block quotations are indented as a unit. Except for the five letter spaces on the first line of each paragraph, do not indent the text under subheadings.

Headings and Text

The title and section headings should be typed in all capital letters and centered on a new page 5 cm (2") from the top edge. Leave three line spaces between a heading and the next line. Subheadings may be centered on the page or may begin at the left-hand margin and should be underlined to distinguish them from the text. Subheadings may be typed in all capital letters or may have all the important words capitalized. If the paper contains more than one level of subheadings such as would result from following an outline style, vary the style of the subheadings at each level within the limits described above. Leave one blank line space above a subheading.

In mid paragraph at the bottom of a page of text, a sentence may be broken and continued on the next page. Each line of text should be typed to the right margin except at the end of a paragraph or the introduction to a block quotation. Do not break a word from one page to the next. When breaking a word at the end of a line, check the dictionary for correct division. Do not divide a word when it can be left whole by going into the margin a space or two or by typing it whole on the next line.

"The text and footnotes are separated by a short rule"⁹ (a typed line about 20 or 22 letter spaces in length) beginning at the left-hand margin on the first line beneath the text. Double-space from this line and indent for footnote. Footnote numbers are placed slightly above the line (see below) both in the footnote and in the text.

Double-space the text and between footnotes and between the items in the bibliography. Single-space within individual footnotes and bibliographic items. Underline book and journal titles. Put quotation marks around titles of articles, chapters, and unpublished works.

Number introductory pages and pages with centered headings at the bottom center 1.3 cm (.5") from the lower edge. Number other text pages in the upper right corner. Instruct the typist to number the typed pages in order.

The table of contents should be the last element typed. Double-check the table of contents numbers against the pages referred to. Proofread the finished typed copy of the paper.

⁹ Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, p. 254-255.

Guidelines for the Handwritten Paper

While the previous guidelines primarily concern the typed paper, this section will offer specific information and examples for the handwritten paper done on lined or unlined quarto or foolscap sheets. When plain paper is specified by the instructor, a guide sheet should be constructed from a sheet of ruled paper with lines darkened and margins drawn heavily enough that the lines are visible on the sheet placed over it on which the student writes. For ruled paper a plain guide sheet indicating margins, etc., can be made by the same pattern. All sheets must be of uniform size.

Use the same color pen (either black or blue) throughout the paper. Pencil is ordinarily unacceptable in post-secondary institutions. Handling the sheets with clean hands produces a clean paper. A hyphen is a short line (.5 cm) and a dash is a 1 cm line. Except for headings printed in all capital letters, the cursive writing style should be employed unless approved by the instructor.

Margins and Pagination

Allow 2.5 cm (1") margins at the top and bottom. Leave 2.5 cm to 4 cm on the left margin for fastening and 2 cm to 2.5 cm on the right margin. The left and right margins may be adjusted within the above limits because of slight variations in the size of sheets. Maintain consistent margins throughout the paper.

Allow space for footnotes. The 2.5 cm (1") bottom margin should be measured from the end of the last footnote on the page or from the bottom of the last line of text if there is no footnote.

Page numbering rules are based on the type of paper. A short paper might have only a title page in addition to the actual text. The first page of text is considered page one. In a longer paper with several parts or chapters, the first page of the first chapter is page one. Pages found before the first page of the first chapter may be numbered with small Roman numerals (e.g., i, ii, iii...). The title page should not have a number printed on it but it may be counted as a page for the Roman numeral numbering.

Headings and Subheadings

Page headings such as table of contents, chapter titles, or bibliography should be done in all capital letters and centered on a new page 5 cm (2") from the top edge. Leave blank one line (1 cm) between the page heading and the text. Subheadings may be printed in all capital letters or written in cursive with all important words capitalized. Subheadings may be centered on the page or may begin at the left-hand margin and should be underlined to

distinguish them from the text. If your paper contains more than one level of subheadings, vary the style of the subheadings at each level within the limits described above. The line above a subheading should be blank but not the line below.

Indentation

Indent the first line of paragraphs and footnotes, the second and subsequent lines of a bibliography item (hanging indentation), and block quotations 1.5 cm (.6"). Only block quotations are indented as a unit. Except for the 1.5 cm indentation of the paragraph's first line, do not indent the text under a subheading.

Headings and Text

The title and all page headings should be centered on a new page 5 cm (2") from the top edge with important words in the title and page headings capitalized. Leave three line spaces (3 cm) between a heading and the next line. Subheadings may be centered on the page or may begin at the left margin and should be underlined to distinguish them from the text. If the paper contains more than one level of subheadings such as would result from following an outline style, vary the style of the subheadings at each level within the limits described above. Leave one blank line space (1 cm) above a subheading.

The text should be written on consecutive lines without leaving blank lines. A 4 cm line beginning at the left margin divides the text from the footnotes. One blank line (1 cm) should be left between the line and the text. The footnote may start on the line immediately following the drawn line. The footnote number should be written above the line, both in the text and footnote. Do not leave a blank line between individual footnotes if there are more than one footnote at the bottom of a page.

A sentence may begin at the bottom of a page and continue on the next page. A word should not be divided (hyphenated) with part on the bottom of the page and the rest of the word on the next page. Within a page of text a word may be hyphenated. Always check the dictionary for correct word division. Do not divide a word if it can be left whole by going into the margin with one or two letters, or by leaving a bit of space at the end of the line and writing it on the next line.

Page numbers should be placed according to the rules for the typewritten paper. Keep in mind that consistency of form throughout the paper is most important. Very slight deviations from the suggested margin and space dimensions will not be noticed if the paper is cleanly and carefully constructed.

Proofread the final handwritten copy of the paper.
Excessive correction on a page may require that a page be
rewritten.

EXAMPLES FOR REFERENCE NOTES

Three reference note styles will be demonstrated and bibliography style will follow. The first two are footnotes and endnotes and these have an identical format but different placement. Footnotes appear at the bottom of the page on which they are cited. Endnotes are grouped together and placed at the end of the paper or at the end of each chapter. The third style of citing references is the parenthetical method wherein the reference information is enclosed in parentheses at the end of the citation within the text of the manuscript.

Reference Note Form (Footnote and Endnote) for Books, Pamphlets, and Other Monographs

Always use the title page and its verso—never the cover—to verify author, title, and publication data. If the title page and its verso lack needed data, then use any other area of the book for information. If data are missing, use 'n.p.' for 'no city,' use 'n.p.' for 'no publisher or printer' (unless author is responsible), and 'n.d.' for 'no date.' If two or more cities of publication are shown, list only the first named. If one of the additional cities is in this country, you may add it (example: London, Ibadan: Macmillan, 1983). If two separate publishers are shown on the title page, it is only necessary to list the first. Use Arabic numbers for publication dates. Book and pamphlet titles must be underlined or italicized (*italics would be available only if the paper is produced on a computer*). Do not mix underlining and italics for bibliographical references. Choose only one style.

Shown below is the note form for initial citation and subsequent citations that do not follow immediately. Any citation immediately following a citation from the same item needs only the author's surname and page number if the number is different. Examples follow this section. The use of 'ibid.' will be discussed also.

1. *Books and pamphlets with one author or editor (a person, organization, an institution, or a company):*

¹ Osadolor Imasogie, African Traditional Religion (Ibadan: University Press, 1982), p. 37.

⁴ Imasogie, African Traditional Religion, p. 65.

⁷ World Health Organization, Schizophrenia (New York: Wiley, 1979), p. 302.

⁹ World Health Organization, Schizophrenia, p. 389.

2. *With two authors:*

¹ H. E. Dana and R. E. Glaze, Interpreting the New Testament (Nashville: Broadman, 1961), p. 47.

⁴ Dana, Interpreting the New Testament, pp. 27-35.

3. *With three authors:*

¹ T.E. Smith, J. Estil Jones, and Henry E. Turlington, An Outline for Study of the New Testament (Louisville: Southern Baptist Theological Seminary, 1954), pp. 14-21.

⁴ Smith, An Outline for Study of the New Testament, p. 309.

4. *With more than three authors:*

¹ John Marshall Peters and others, Building An Effective Adult Education Enterprise (San Francisco: Jossey-Bass, 1980), pp. 150-159.

⁴ Peters, Building An Effective Adult Education Enterprise, p. 67.

5. *One book with its own title in a multiple volume set by same author or editor:*

¹ Edward Hastings, ed., The Speaker's Bible: The Book of Jeremiah (Aberdeen, Scotland: The Speaker's Bible Office, 1944), p. 72.

⁴ The Book of Jeremiah, p. 107.

⁶ Frank E. Gaebelien, ed., The Expositor's Bible Commentary, 9: John-Acts (Grand Rapids: Zondervan, 1987), p. 259.

⁸ John-Acts, p. 78.

6. *One book with its own author and title in a multiple volume series:*

¹ I. Howard Marshall, Acts (Tyndale New Testament Commentaries), (Leicester: Inter-Varsity Press, 2007), p. 39.

⁴ Marshall, Acts, pp. 93-94.

7. *Book with editor or translator in addition to author:*

¹ Ernst Kasemann, Jesus Means Freedom, trans. by

Frank Clarke (London: SCM, 1969), p. 113.

⁷ Kasemann, Jesus Means Freedom, p. 7.

8. *Book with editor but no author:*

¹ Barry Turner, ed., Discipline in Schools (Akure: Olaiye Fagbamigbe, 1977), pp. 7-13.

⁷ Turner, Discipline in Schools, p. 27.

9. *Book with title only—no author or editor:*

¹ Editor's Handbook (Ibadan: Publishing Board, NBC, 1986), p. 5.

⁴ Editor's Handbook, p. 2.

10. *Signed chapter, short story, poem, or essay:*

¹ Mabel Segun, "Conflict," in African Writers, ed. by Pam Zabala (London: Collins, 1974), p. 14.

⁴ Segun, "Conflict," p. 13.

11. *Edition other than first edition:*

¹ Osadolor Imasogie, African Traditional Religion, 2nd ed. (Ibadan: University Press, 1985), p. 17.

⁴ Imasogie, African Traditional Religion, 2nd ed., p. 30.

12. *Book quoted in a different book:*

¹ Helen Monfries, An Introduction to Critical Appreciation (London: Macmillan, 1970), p. 15, citing Joseph Conrad, Heart of Darkness.

⁴ Monfries, An Introduction to Critical Appreciation, p. 16.

(Always check the library to find out if material quoted secondarily is available. The researcher can then use the material first-hand).

13. *Book published by the author:*

¹ Samuel O. Oloruntoba, Family Bliss, published by author, 1987, p. 16.

⁴ Oloruntoba, Family Bliss, p. 25.

14. *Book with printer but no publisher:*

¹ Yusufu Ameh Obaje, The Miracle of Speaking in Tongues (Ogbomoso: Adebayo Calvary Printers, 1987), p. 38.

⁴ Obaje, The Miracle of Speaking in Tongues, p. 40.

15. *Book published by a division of an established publisher:*

¹ Robert McCrum, William Cran, and Robert MacNeil. The Story of English (New York: Viking; Elizabeth Sifton Books, 1986), p. 65.

⁴ McCrum, The Story of English, p. 167.

16. *The Bible*:

¹ Exodus 3:7-10 (KJV)

² Genesis 2:12-15 (TEV)

³ Matthew 12:1-5 (RSV)

⁴ Revelation 3:6-10 (NIV)

Footnotes for direct Scripture quotations may be avoided if the writer puts the reference in parentheses after quotation, for example: (Exodus 3:7-10, KJV). Consistently use *either* footnotes *or* parentheses for Bible verse citation.

17. *Bible—when quoting study notes or explanatory material*:

¹ Herbert G. May and Bruce M Metzger, eds., The New Oxford Annotated Bible with the Apocrypha, Revised Standard Version (New York: Oxford University Press, 1977), p. 445.

⁴ May, The New Oxford Annotated Bible, p. 378.

Encyclopedias, Dictionaries, Year Books

18. *Signed articles in general encyclopedias or dictionaries*:

¹ Frederick Grant, "Herod," The World Book Encyclopedia, 9, 2000 ed., p. 212.

⁴ Grant, "Herod," p. 198.

19. *Unsigned article or items in general encyclopedias or dictionaries*:

¹ "Chemistry," Encyclopedia Britannica, 4, 1993 ed." p.167.

⁴ "Chemistry," p. 169.

⁵ "Decent," Webster's Ninth New Collegiate Dictionary, 2002 ed., p. 333.

20. *Dictionary: (topical)*:

¹ T.R Gaster, "Demon, Demonology," The Interpreter's Dictionary of the Bible, 1, 1962 ed., p. 822.

⁴ Gaster, "Demon, Demonology," p. 823.

21. *Yearbook*:

¹ "History," The Nigeria Year Book 2001, pp. 97-100.

⁴ "History," p. 98.

Reference Note Form (Footnote and Endnote) for Periodicals —including newspapers and journals

Use Arabic numerals for the volume numbers of journals and newspapers even if the numbers are transcribed in Roman numerals on the periodical. Unsigned periodical articles are treated the same as books without authors or editors. The title is used for identification and alphabetizing purposes. The second and subsequent authors of periodical articles follow the same form as authors of books: given name is followed by surname. Periodical titles must be underlined or italicized (*italics would be available only if the paper is produced on a computer*). Do not mix underlining and italics for bibliographical references. Choose only one style. Article titles must be enclosed within quotation marks (inverted commas).

1. *Newspaper—signed article (list city in parenthesis if **not** part of title):*

¹ Lake Aofolaju, "Patients Desert UCH Clinic," Daily News (Lagos), 17 August 1987, p. 32.

⁴ Afolaju, "Patients Desert UCH Clinic," p. 32.

2. *Newspaper—unsigned article (list city in parenthesis if **not** part of title):*

¹ "Food in Africa: from Shortages to Security," Daily Times (Lagos), 17 August 1997, p. 26.

⁴ "Food in Africa: from Shortages to Security," p. 25.

3. *Periodical articles—volume and date (do not use issue number):*

¹ John R. Trautman, "A Brief History of Hansen's Disease," The Star, 45, November-December 1985, p. 10.

⁴ Trautman, "A Brief History of Hansen's Disease," p. 11.

4. *Periodical articles with no volume number, only issue:*

¹ "ACTEA-Related Theological Schools," ACTEA Bulletin, no. 22, June 1987, p. 2.

⁴ "ACTEA-Related Theological Schools," p. 2.

5. *Periodical article with volume number and issue number but no date other than year:*

¹ S.G.H. Daniels, "The Later Stone Age," Tarikh, 1, no. 3, 1966, p. 30.

⁴Daniels, "The Later Stone Age," p. 30.

6. *Periodical article quoted in another article:*

¹O.A. Sijuwola, "The Comparative Study of Psychosis Associated with Cannabis," West African Journal of Medicine, 5 October 1986, p. 275, citing V. O. Oviasu, "The Abuse of Cannabis in Nigeria".

⁵Sijuwola, "The Comparative Study of Psychosis Associated with Cannabis," p. 275.

7. *Review of book, signed by reviewer or unsigned:*

¹Jan Merrill-Oldham, Conservation and Preservation of Library Materials, reviewed in College and Research Libraries News, 46, April 1985, p. 198.

⁴Merrill-Oldham, review, p. 198;

⁵Bede Onuoha, The Elements of African Socialism, reviewed by Sam Ifeka, Nigeria Magazine, no. 88, March 1966, pp. 68-69.

⁸Onuoha, review, p. 69.

Reference Note Form (Footnote and Endnote) for Web Sites and Electronic Items Such As E-mail

Web sites require the URL or Web address as part of the citation. Because Web sites are frequently edited or even removed, the careful researcher should print a copy of a Web reference if that is possible. Hyperlinks need to be deactivated in order to make them fit neatly in the reference note. Otherwise, the link is treated as one long word and leaves a large space sometimes. Book and pamphlet titles must be underlined or italicized (*italics would be available only if the paper is produced on a computer*).

1. *Web sites*

¹Duke University Libraries. Learning to Use the Library: A Guide for Research Projects. <http://www.lib.duke.edu/libguide/home.html>, seen 13 July 2007.

⁴Duke University Libraries, seen 13 July 2007.

2. *Paginated items found within a Web site:*

¹Digitized Titles for Etana. Adolf Erman. *A Handbook of Egyptian Religion* (London: Archibald Constable & Co. Ltd.), 1907. <http://www.case.edu/univlib/preserve/Etana/ERMAN.HANDBOOK/ERMAN.HANDBOOK135.147.pdf>, p. 135, seen 4 June 2007.

⁴ Digitized Titles for Etana. Adolf Erman, p. 143, seen 13 July 2007.

3. *E-mail correspondence or other item:*

¹ E-mail from Gabriel Ishola to Yusuf Yakubu, 21 May 2006.

⁴ Ishola, email.

Reference Note Form (Footnote and Endnote) for Unpublished Items and/or Non-print Including Dissertations

1. *Dissertations:*

¹ Bennet Uchegbulum Enyioha. "Nonrecognition as a Motif in the Post-resurrection Appearance Narratives" (Ph.D. dissertation, Louisville: The Southern Baptist Theological Seminary, 1985), pp. 48-51.

⁴ Enyioha, Ph.D. dissertation, p. 217.

2. *Manuscripts:*

¹ S.T.O. Akande, ed., "Form Guide for Term Papers," (mimeographed). Ogbomoso: Nigerian Baptist Seminary, 1975, p. 2.

⁴ Akande, "Form Guide for Term Papers," p. 3.

3. *Interviews:*

¹ Interview with Andrew Norman, Baptist Medical Centre, Ogbomoso, Nigeria, 17 August 2005.

⁴ Norman, interview.

4. *Lectures (class lectures, sermons, addresses, talks, or speeches):*

¹ Yusufu Ameh Obaje, lecture from Christian Theology 307, Ogbomoso: Nigerian Baptist Theological Seminary, 23 March 1986.

⁴ Obaje, lecture.

⁶ Yakubu Otijele, sermon, Ogbomoso: Nigerian Baptist Theological Seminary, 21 August 1987.

⁸ Otijele, sermon.

Add the date to a subsequent lecture, sermon, etc., if more than one by the same person is used.

5. *Letters, invitations, other correspondence:*

¹ Letter from Donald Meier to John Tarpley, 17 May 2001.

⁴ Meier, letter.

6. *Television or radio;*

¹ “Sesame Street,” Ibadan: NTA, 12 April 2004.

⁴ “Sesame Street,” 12 April 2004.

7. *Recorded materials: audio and video cassettes, DVDs, films, etc.:*

¹ “Sharing Kola,” DVD, Ibadan: Nigerian Baptist Convention, 2006.

⁴ “Sharing Kola.”

8. *Miscellanea:*

Use a general form stating the nature of the item such as program, order of service, invitation, poster, etc., and give the place and date if indicated. If items have pagination, it may be shown.

Examples:

¹ John Oke and Jane Doe, wedding service program.

Ogbomosho: Antioch Baptist Church, 17 January 2007.

⁴ Antioch Baptist Church, order of service. Ogbomosho, 20 February 2001.

⁸ West African College of Surgeons, program. Accra, Ghana, 31 January-6 February 2006, p. 8.

Reference Note Form (Footnote and Endnote) for immediate citations:

¹ Osadolor Imasogie, African Traditional Religion (Ibadan: University Press. 1982). p. 37.

² Imasogie, p. 47.

³ Imasogie. (If it is the same page. do not repeat the number).

⁴ H. E. Dana and R. E. Glaze, Interpreting the New Testament (Nashville: Broadman. 1961), p. 47.

⁵ Dana.

⁶ Dana, p. 78.

⁷ Imasogie, African Traditional Religion, p. 80.

⁸ Imasogie, p. 63.

⁹ Dana, Interpreting the New Testament, p. 102.

¹⁰ Dana.

¹¹ Editor's Handbook (Ibadan: Publishing Board, NBC, 1986), p.4.

¹² Editor's Handbook.

¹³ Editor's Handbook, p. 16.

¹⁴ Duke University Libraries. Learning to Use the Library: A Guide for Research Projects. <http://www.lib.duke.edu/libguide/home.html>; seen 13 July 2007.

¹⁵ Duke University Libraries.

Latin terms and abbreviations such as *ibid.*, *Op cit.*, and *loco cit.*, are sometimes found in footnotes. Gradually, the use of non-English terminology is decreasing. *Ibid.* which means 'in the same place' is the only Latin term in common usage today but even its acceptance is no longer universal. If specified by the instructor, 'ibid' may be used in immediate citations in the place of the author or title. *The Chicago Manual of Style* and Turabian no longer underline or italicize Latin abbreviations used in footnotes or endnotes.

Examples:

¹ Osadolor Imasogie, African Traditional Religion, p. 80.

² *Ibid.*, p. 47.

³ *Ibid.* (If it is the same page, do not repeat the number.)

Parenthetical Citation Examples for Books, Pamphlets, and Other Monographs

Parenthetical format,¹⁰ is used by a number of institutions. Use Arabic numerals for the volume numbers of journals and newspapers even if the numbers are transcribed in Roman numerals on the periodical. The author and the second and subsequent authors of periodical articles are listed by surname only up to a maximum of three. Periodical and book titles must be underlined or italicized (italics would be available only if the paper is produced on a computer). Do not mix underlining and italics for bibliographical references. Choose only one style. Article titles must be enclosed within quotation marks (inverted commas).

1. *Books and pamphlets with one author or editor (a person, organization, an institution, or a company):*

(Imasogie, 1982, p. 37)

(World Health Organization, 1979, p. 302)

2. *With two authors:*

(Dana and Glaze, 1961, p. 47)

¹⁰ Required by the American Psychological Association (APA) and the Modern Language Association (MLA).

3. *With three authors:*
(Smith, Jones, and Turlington, 1954, pp. 14-21)
4. *With more than three authors:*
(Peters and others, 1980, pp. 150-159)
5. *One book with its own title in a multiple volume set by same author or editor:*
(The Speaker's Bible: The Book of Jeremiah, 1944, p. 72)
6. *One book with its own author and title in a multiple volume series:*
(Marshall, The Acts of the Apostles, 1980, p. 39)
7. *Book with editor or translator in addition to author:*
(Kasemann, Jesus Means Freedom, 1969, p. 113)
8. *Book with editor but no author:*
(Turner, ed., 1977, pp. 7-13)
9. *Book with title only-no author or editor:*
(Editor's Handbook, 1986, p. 5)
10. *Signed' chapter, short story, poem, or essay:*
("Conflict," in African Writing, 1974, p. 14)
11. *Edition other than first edition (date differentiates editions):*
(Imasogie, 1985, p. 17)
12. *Book quoted in a different book:*
(Monfries citing Conrad, 1970, p. 15)
13. *The Bible:*
(Exodus 3:7-10, King James Version)
17. *Bible-when quoting study notes or explanatory material:*
(The New Oxford Annotated Bible, 1977, p. 445)
18. *Signed articles in general encyclopedias or dictionaries*
(Grant, "Herod," 1978, p. 199)
19. *Unsigned article or items in general encyclopedias or dictionaries:*
("Chemistry," 1983, p. 167)

20. *Dictionary: (topical)*
(Gaster, 1962, p. 822)
21. *Yearbook:*
("History," 1981, pp. 97-100)

Parenthetical Citation Examples for Periodicals—including newspapers and journals

1. *Newspaper—signed article:*
(Afolaju, 17 August 1987, p. 32)
2. *Newspaper—unsigned article:*
("Food in Africa," 17 August 1987, p. 26)
3. *Periodical articles—volume and date (do not use issue number):*
(Trautman, November-December 1985, p. 10)
4. *Periodical articles with no volume number, only issue:*
("ACTEA-Related Theological Schools," June 1987, p. 2)
5. *Periodical article with no date other than year:*
(Daniels, 1966, p. 30)
6. *Periodical article quoted in another article:*
(Sijuwola citing Oviasu, 5 October 1986, p. 275)
7. *Review of book, signed by reviewer or unsigned:*
(Merrill-Oldham, reviewed April 1985, p. 19)

Parenthetical Citation Examples for Web Sites and Electronic Items

1. *Web sites:*
(Duke University Libraries, <http://www.lib.duke.edu/libguide/home.html>, seen 13 July 2007)
2. *Paginated items found within a Web site:*
(Erman, <http://www.case.edu/univlib/preserve/Etana/ERMAN.HANDBOOK/ERMAN.HANDBOOK135.147.pdf>, p. 135, seen 4 June 2007)
3. *E-mail correspondence or other item:*
(Ishola, E-mail, 21 May 2006)

Parenthetical Citation Examples for Unpublished Items and/or Non-print including Dissertations

1. *Dissertations:*

(Enyioha, 1985, pp. 48-51)

2. *Manuscripts:*

(Akande, 1975, p. 2)

3. *Interviews:*

(Norman, interview, 17 August 1999)

4. *Lectures (class lectures, sermons, addresses, talks, or speeches)*

(Obaje, lecture, 23 March 1986)

(Otijele, sermon, 21 August 1987)

5. *Letters, invitations, other correspondence:*

(Meier, letter, 17 May 2001)

6. *Television or radio:*

("Sesame Street," 12 April 1998)

7. *Recorded materials: audio and video cassettes, DVDs, films, etc.:*

("Sharing Kola," DVD, 2006)

8. *Miscellanea:*

Use a general form stating the nature of the item such as program, order of service, invitation, poster, etc., and give the place and date if indicated. If items have pagination, it may be shown.

Examples:

(Oke and Doe, wedding program,17 January 2004)

(Antioch Baptist Church, order of service, 20 February 2003)

(West African College of Surgeons, program, Kumasi, Ghana, 2-5 February 2000, p. 8)

EXAMPLES FOR THE BIBLIOGRAPHY

The bibliography is an alphabetical listing of all the books, articles, Web sites, and other materials used in writing a paper. The bibliography is usually found at the end of the paper. Bibliography entries are similar to reference notes but the format is different. The bibliography should list all items used as reference notes and is particularly important when the parenthetical reference style is employed because that style includes only minimal reference data.

Bibliographic Form for Books, Pamphlets, and other Monographs

The first or main author is written with surname first, then a comma, and then given name(s). Second and subsequent authors or editors are written with given name first then surname rather than surname first. When there is no author or editor, use the title for alphabetizing (remember 'A', 'An', or 'The' at the start of the title are not used). Use 'n.p.' if no place of publication is seen. Use 'n.p.' if no publisher or printer is listed unless the author is responsible. Use 'n.d.' if no date is stated. The form style is called hanging indentation which means the first line is not indented but the second and subsequent lines are indented about 5 spaces. Book and pamphlet titles must be underlined or italicized (*italics would be available only if the paper is produced on a computer*). Do not mix underlining and italics for bibliographical references. Choose only one style.

1. *Books and pamphlets with one author (a person, an institution, organization, or company):*

Imasogie, Osadolor. African Traditional Religion. Ibadan: University Press, 1982.

World Health Organization. Schizophrenia. New York: Wiley, 1979.

2. *With two authors:*

Dana, H. E. and R. E. Glaze. Interpreting the New Testament. Nashville: Broadman, 1961.

3. *With three authors:*
Smith, T. C., J. Estill Jones, and Henry E. Turlington. An Outline for Study of the New Testament. Louisville: Southern Baptist Theological Seminary, 1954.
4. *With more than three authors:*
Peters, John Marshall and others. Building An Effective Adult Education Enterprise. San Francisco: Jossey-Bass, 1980.
5. *One book with its own title in a multiple volume set sharing author or editor:*
Hasting, Edward, ed. The Speaker's Bible: The Book of Jeremiah. Aberdeen, Scotland: The Speaker's Bible Office, 1942.
Gaebelin, Frank E., ed. The Expositor's Bible Commentary, 9: John-Acts. Grand Rapids: Zondervan, 1987.
6. *One book with its own author and title in a multiple volumes series:*
Marshall, I. Howard. The Acts of the Apostles (Tyndale New Testament Commentaries). Leicester: InterVarsity Press, 2007.
7. *Book with editor or translator in addition to author:*
Kasemann, Ernst. Jesus Means Freedom. Translated by Frank Clarke. London: SCM, 1969.
8. *Book with editor but no author:*
Turner, Barry, ed. Discipline in School. Akure: Olaiye, 1983.
9. *Book with title only, no author or editor:*
Editor's Handbook. Ibadan: Publishing Board, NBC, 1986.
10. *Signed chapter, short story, poem, or essay:*
Segun, Mabel. "Conflict." In African Writing. Edited by Pam Zabala. London: Collins, 1974.
11. *Edition other than first edition:*
Imasogie, Osadolor. African Traditional Religion. 2nd ed. Ibadan: University Press, 1985.
12. *Book quoted in a different book:*
Montfries, Helen. An Introduction to Critical Appreciation. London: Macmillan, 1970. Citing Joseph Conrad. Heart of Darkness.

13. *Book published by the author:*
Oloruntoba, Samuel O. Family Bliss. Published by author, 1987.
14. *Book with printer but no publisher:*
Obaje, Yusufu Ameh. The Miracle of Speaking in Tongues. Ogbomoso: Adebayo Calvary Printers, 1987.
15. *Book published by a division of an established publisher:*
McCrum, Robert, William Cran, and Robert MacNeil. The Story of English. New York: Viking; Elizabeth Sifton Books, 1986.
16. *The Bible:*
The Bible, Revised Standard Version. (Do not underline or italicize)
17. *If material from study notes or explanatory pages of a study Bible is quoted, use this form:*
May, Herbert G. and Bruce M. Metzger, eds. The New Oxford Annotated Bible with the Apocrypha. Revised Standard Version. New York: Oxford University Press, 1977.
- Encyclopedias, Dictionaries, Year Books:
18. *Signed article in general encyclopedias or dictionaries:*
Grant, Frederick C. "Herod." The World Book Encyclopedia, 9, 1998 ed.
19. *Unsigned article or item in general encyclopedias, dictionaries:*
"Chemistry." Encyclopedia Britannica, 4, 2000 ed.
"Decent." Webster's Ninth New Collegiate Dictionary, 2002 ed.
20. *Dictionary(topical):*
Gaster, T.H. "Demons, Demonology." The Interpreter's Dictionary of the Bible, 1, 1962 ed.
21. *Yearbook, almanac, etc.:*
"History." Nigeria Year Book 2001.

Bibliographic Form for Periodicals

Use the title for alphabetizing unsigned articles (remember 'A', 'An', or 'The' at the start of the article title are not used). Use Arabic numerals for the volume numbers of periodicals, even if the numbers are transcribed in Roman numerals on the issue. Second and subsequent authors of periodical articles are written with given name first and then surname. If more than three authors are given, list first author and add "and others" as seen for a book.

1. *Newspaper—signed article (list city in parenthesis if not part of title):*

Afolaju, Lake. "Patients Desert VCH Clinic." Daily Times (Lagos), 17 August 1987, p. 32.

2. *Newspaper—unsigned article (list city in parenthesis if not part of title):*

"Food in Africa: from Shortages to Security." Daily Times (Lagos), 17 August 1987, pp. 25-26.

3. *Periodical article with volume number and date:*

Trautman, John R. "A Brief History of Hansen's Disease." The Star, 45, November-December 1985, pp.9-12.

4. *Periodical article with no volume number, only issue:*

"ACTEA-Related Theological Schools." ACTEA Bulletin, no. 22, June 1987, p. 2.

5. *Periodical articles with volume number and issue number but no date other than year:*

Daniels, S.G.H. "The Later Stone Age." Tarikh, 1, no. 3, 1986, pp. 20-30.

6. *Periodical article citing another article:*

Sijuwola, O. A. "The Comparative Study of Psychosis Associated with Cannabis." West African Journal of Medicine, 5, October 1986, pp. 271-276. Citing V. O. Oviasu, "The Abuse of Cannabis in Nigeria."

7. *Review of book, signed by reviewer or unsigned:*

Merrill, Oldham, Jan. Conservation and Preservation of Library Materials. Reviewed in College and Research Libraries News, 46, April 1985, p. 198.

Onuoba, Bede, The Elements of Africa Socialism. Reviewed by Sam Ifeka, Nigeria Magazine, no. 88, March 1966, pp. 68-69.

Bibliographic Form for Web Sites and Other Electronic Items such as E-mail

Web sites require the URL or Web address as part of the citation as well as the date the site was consulted. Because Web sites are frequently edited or even removed, the careful researcher should print a copy of a Web reference if that is possible. Hyperlinks need to be deactivated in order to make them fit neatly in the reference note. Otherwise, the link is treated as one long word and often leaves a large space.

1. Web sites:

Duke University Libraries. Learning to Use the Library: A Guide for Research Projects. <http://www.lib.duke.edu/libguide/home.html>. Seen 13 July 2007.

2. Paginated items found within a Web site:

Erman, Adolf. *A Handbook of Egyptian Religion*. London: Archibald Constable & Co. Ltd., 1907. Found in Digitized Titles for Etana. <http://www.case.edu/univlib/preserve/Etana/ERMAN.HANDBOOK/ERMAN.HANDBOOK135.147.pdf>. Seen 4 June 2007.

3. E-mail correspondence or other item:

Ishola, Gabriel. E-mail to Yusuf Yakubu. 21 May 2006.

Bibliographic Form for Unpublished Items and/or Non-print

1. Dissertations:

Enyioha, Bennett Uchegbulum. "Nonrecognition as a Motif in the Post-resurrection Appearance Narratives." Ph.D. dissertation. Louisville: The Southern Baptist Theological Seminary, 1985.

2. Manuscripts:

Akande, S.T.O., ed. "Form Guide for Term Papers, Reports and Essays." Ogbomoso: Nigerian Baptist Theological Seminary, 1975 (Mimeographed).

3. *Interviews:*

Norman, Andrew. Interview. Ogbomoso: Baptist Medical Centre, 17 August 1999.

4. *Lecture (class lectures, sermons, addresses, talks; or speeches):*

Obaje, Yusufu Ameh. Lecture for Christian Theology 307. Ogbomoso: Nigerian Baptist Theological Seminary, 23 March 1986.

5. *Letters, invitations, other correspondence:*

Meier, Donald E. Letter to John Tarpley, 17 May 2001.

6. *Television and radio:*

“Sesame Street,” Ibadan: NT A, 12 April 2002.

7. *Recorded materials: audio and video cassettes, DVDs, films, etc.:*

“Sharing Kola.” DVD. Ibadan: Nigerian Baptist Convention, 2006.

8. *Miscellanea:* Use a general form stating the nature of the item such as a program, order of service, invitation, poster, etc., and give the place and date if indicated.

Examples:

Oke, John and Jane Doe. Wedding service program.

Ogbomoso: Antioch Baptist Church. 17 January 2004.

Antioch Baptist Church. Order of service. Ogbomoso: 20 February 2003.

West African College of Surgeons. Program. Kumasi, Ghana: 2-5 February 2000.



SAMPLE PAGES



Sample Title Page for Class Assignment Research Paper

CHARLES DARWIN: THEOLOGIAN OR EVOLUTIONIST

By
Ibiba M.D. Okpara

Submitted to Dr. Samuel O. Fadeji Church History 201 N.B.T.S.
7 March 1995

**Sample Title Page for Formal Paper Such as Long Essay or
Degree Essay**

CHARLES DARWIN: THEOLOGIAN OR EVOLUTIONIST

An Essay Presented to the Faculty of the Nigerian Baptist
Theological Seminary in Partial Fulfillment of the Requirements
for the Degree Bachelor of Theology

by Ibiba M.D. Okpara, 1995

Sample Table of Contents

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II. Darwin's Writings

A. Critical Analysis of The Voyage of the Beagle

B. Critical Analysis of On the Origin of Species by Means of Natural Selection

C. Critical Analysis of The Descent of Man and Selection in Relation to Sex

D. Critical Analysis of The Expression of Emotions in Man and Animal

III. Nineteenth Century Theology and Charles Darwin

IV. Evolution as Science and Theology

V. Charles Darwin's Influence on Science and Theology

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Sample First Page of Chapter

CHAPTER 1

DARWIN'S EARLY LIFE AND CAREER

... The great number accept the agency of natural selection; though some urge, whether with justice the future must decide, that I have greatly overrated its importance, Of the older and honored chiefs in natural science, many unfortunately are still opposed to evolution in every form.¹

Geology, philosophy, theology, archaeology, agriculture, and even the social sciences have all been profoundly and permanently affected by the research and writings of Charles Darwin. Who was this man who changed modern thinking as much as Sigmund Freud, Albert Einstein, and Karl Marx? Darwin was born in Shrewsbury, Shropshire, England in 1809. His mother died when he was eight and he was cared for by his eldest sister.

Ironically, the five year voyage Darwin took was begun while he was studying for the priesthood in the Church of England. His great love for animals and natural objects began in his childhood. He was a poor student and attempted to study medicine but his distaste for medicine led him to the church.² As he had little priestly vocation, the opportunity to serve as the naturalist on the "Beagle," a Royal Navy ship, was grasped over the objections of some of the members of his family and the

¹ Charles Darwin, The Descent of Man, 2nd ed. (London: A.L. Burt, 1874), p. 1.

² Charles H. Henderson, Jr., God and Science (Atlanta: John Knox, 1986), p. 43.

Sample Endnote Page (Typed or Handwritten)

CHAPTER 1: NOTES

¹ Charles Darwin, The Descent of Man, 2nd ed. (London: A.L. Burt, 1874), p. 1.

² Charles H. Henderson, Jr., God and Science (Atlanta: John Knox, 1986), p. 43.

³ "Chemistry," Encyclopedia Britannica, 4, 1983 ed., p. 167.

⁴ Ernst Haeckel, Evolution in Modern Thought (New York: Boni and Liveright, n.d.), p. 189.

⁵ Famous People and their Illnesses (London: Roche, n.d.), p.30.

⁶ Darwin, The Descent of Man, p. 12.

⁷ Darwin.

⁸ Darwin, p. 47.

Sample Endnote Page (Computer)

CHAPTER 1: NOTES

¹ Charles Darwin, *The Descent of Man*,” 2nd ed. (London: A.L. Burt, 1874), p. 1.

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⁴ Ernst Haeckel, *Evolution in Modern Thought* (New York: Boni and Liveright, n.d.), p. 189.

⁵ *Famous People and their Illnesses* (London: Roche, n.d.), p.30.

⁶ Darwin, *The Descent of Man*, p. 12.

⁷ Darwin.

⁸ Darwin, p. 47.

Sample Bibliography (Typed or handwritten)

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Sample Bibliography (Computer)

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- “Decent.” *Webster's Ninth New Collegiate Dictionary*, 2002 ed.
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GLOSSARY OF TERMS

- Abstract—a brief summary or a précis of a written work.
- Acknowledgement—an optional part of a paper or book wherein the author expresses thanks; usually located before the text.
- Antonyms—words with opposite meanings such as ‘light’ and ‘dark’.
- Appendix—section of a paper or book wherein related material is added (appended); usually located after the main text.
- Arabic numerals—Numbers such as 1, 2, 3, 10, etc.
- Asterisk—a star-shaped symbol (*), which in the text usually means “See below” or “more information will be given” at the point where the asterisk is repeated.
- Author—person, institution, or organization, which writes, originates, or endorses a book, article, paper, poem, pamphlet, etc.
- Bibliography—a list, usually alphabetical, of items such as books, periodicals, Web sites, manuscripts, etc., relating to a specified topic.
- Block quotation—A quotation of four lines or longer that is indented as a unit within the text.
- Book review—See Review, Book.
- Brackets—symbols used to enclose explanatory or interjected material containing parentheses; always used in pairs.
- Citation—the written or oral notation of an information source.
See also Documentation
- Cite—to make reference to an information source.
- Collate—to organize or arrange sheets in a certain order.
- Copyright—a legal term declaring the right of a person, group, or company to reproduce and sell a specific work such as a book.
- Content note—A reference note, either footnote or endnote, that explains, defines, translates, comments, elaborates, or updates the portion of the text immediately preceding the note numeral
- Copyright date—the date when book or non-book material is finished and is declared the property of a person, group, or company.
- Data—information (is the plural form of datum).
- Dedication—optional part of paper or book wherein author

dedicates the book to a person or organization; usually located before the text,

Dictionary—reference work containing an alphabetical list of words or topics with definitions and sometimes pronunciation and grammar information. See also: Encyclopedia.

Dissertation—a paper written to fulfill the requirements of an advanced degree.

Document—(verb) to cite the source of information; (noun) a written item.

Documentation—the citing of information sources.

Double-space—in word processing or typing, when a blank line comes between each line of type

Edit—to read through a written work in order to discover and correct errors and also to improve sentence structure, content, and word choice.

Edition—specific version of a work. The original version is considered the first edition. Revised versions are numbered second, third, etc.

E-mail—electronic messages received via the Internet through Internet service providers (ISP)

Encyclopedia—reference work in one or multiple volumes containing information on various topics; usually arranged alphabetically. Encyclopedias may be general or topical. See also: Dictionary.

Endnote—reference or content note listed at the end of a chapter or at the end of the paper or book.

Final draft—the last version of a paper after it has been rewritten and edited.

Footnote—reference or content note located at the bottom of the page on which the reference is cited.

Hanging indention—The first line is not indented but the second and subsequent lines are indented about 5 spaces. Used in bibliographies for the listed references.

Hyphen—a small line used to connect some compound words such as in ‘double-check’; also used to divide a word at the end of a line of text

Ibid.—abbreviation of the Latin term *ibidem* which means ‘in the same place’ and refers to the immediately preceding footnote.

Indent—to leave letter spaces between the margin and a line or lines of text.

Index—an alphabetical subject listing indicating the page numbers of the contents of a book, periodical, encyclopedia, etc; topical indexes may list alphabetically the authors and subjects included in numerous periodicals or books.

Internet—a system of computer connections, which allows electronic communication between individuals, businesses and institutions. See also World Wide Web.

Internet service providers (ISP)—commercial, educational or other organizations that offer e-mail and other electronic services

In-text citation—See Parenthetical Reference

Inverted Commas—see Quotation Marks.

Italics—A style of type font that is often used for titles of books and periodicals. Sometimes it is used for emphasis or stylistic purposes.

Journal—See Periodical.

Layout—the form of a page of a written or printed work; indicates margins, indentations, pagination, etc.

Letter space—See Space, Letter

Line space—See Space, Line

Loc. cit.—abbreviation of the Latin term *loco citato* meaning ‘in the place cited.’

Manuscript—any written work before it is published; may be handwritten, typed, printed, or copied.

Margin—the blank space around the body of a written text.

Monograph—a book, paper, or pamphlet, often of an academic nature.

Note, Content—an explanatory note usually found at the bottom of a page or at the end of a chapter.

Note, Reference—a note found at the bottom of the page or at the end of the chapter or in parentheses within the text, which cites the source of information referred to in the text.

Notes—written abstract of pertinent information from written or verbal sources; for example, class notes.

Op. cit.—abbreviation of the Latin terms *opere citato* meaning “in the work cited.”

p.—abbreviation of page or pages. See also, pp.

Pagination—the numbering of pages in a written work

Pamphlet—brief written work of as few as two or three pages although it can be longer; usually soft cover.

Paragraph (noun)—A group of sentences related to a particular idea or topic within a written work; begins on a new line and is usually indented.

Paragraph (verb)—To group sentences into a paragraph.

Parentheses—symbols () used to enclose interjected or explanatory items; always used as a pair.

Parenthetical reference—The information source is placed inside parentheses immediately following the reference in the body of the paper.

Periodical—a published work that is produced at regular intervals such as daily, weekly, monthly, bi-monthly, quarterly, etc., generally containing several separate articles.

Plagiarism—to use another person's ideas and/or writings in a paper, book, or article without giving credit (citing) to the person and/or the source.

pp.—abbreviation for multiple pages.

Précis—See Abstract.

Preface—an optional part of a paper or book wherein the author makes introductory or explanatory remarks; usually located between title page and text.

Printer—1. person or company that prints a work but does not normally handle the sale or distribution of that work. 2. an item of computer hardware that prints files from the computer

Proofread—to examine a written work carefully for errors of grammar, punctuation, form, spelling, etc., and mark those errors for correction.

Publisher—a company that has the responsibility for selling and distributing a book or other printed matter.

Quotation—statement made either orally or in a written work which is repeated in writing or orally by someone else.

Quotation marks—also called inverted commas; symbols (“”) used to enclose quoted material or statements; always used in pairs.

Quote—(verb) to repeat or write out what someone has said, orally or on paper; (noun, See Quotation).

Reference note—The note that provides the source of the information

Research—hunting or searching for information on a subject.

Review, Book—article containing a critical description of a book and usually appearing when the book is new.

Roman numerals—Numbering system that uses letter combinations (e.g., i, ii, iii, iv, v....)

Rough Draft—the first version(s) of a paper; must be edited and rewritten.

Single-space—in typing or word processing, when no blank line is placed between lines of text.

Source—the origin of information.

Space, Letter—in typing or word processing, the letter-width blanks within a line of text.

Space, Line—See single-space and double-space.

Style—see Layout.

Subscript—number or letter placed slightly below the level of the line.

Summarize—to recount briefly the main points of a paper, book, article, speech, etc.

Superscript—number or letter placed slightly above the level of the line as in footnote or endnote numbers in the text and with the note.

Syllables—distinct sound divisions within a word, which may be found in a good dictionary (syl-la-bles); assists in dividing words at the end of a line of text

Synonyms—words, which share the same or similar meaning.

Synthesize—integrate and interpret information and restate in one's own words.

Text—the paper itself without title page, table of contents, index, bibliography, etc.

Thesaurus—a book of synonyms (and sometimes antonyms).

Transcribe—to write down or copy.

URL—(Uniform Resource Locator) a Web address

Verify—make certain.

Verso—the page printed on the reverse (back) side of the title page; any left hand page.

Web site—one or more pages of educational, commercial, or personal text and/or graphics that functions as a unit of information on the World Wide Web

Word processing—using a computer to produce papers or other documents

World Wide Web—a system linking large computers all over the world in a manner that allows electronic communication and data transfer from the computers of individuals as well as institutions. See also Internet.

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