

**Scofield**

**TERM  
PAPER**

**GUIDE**

## **TERM PAPER GUIDELINES**

The writing of a Term Paper for Scofield Seminary provides each student with the opportunity to produce, in written form, a document, which provides evidence that new learning, has taken place. It further provides the student with the opportunity of expanding that new knowledge through the use of outside source material.

Depending upon which level of study in which you are involved, your Term Paper must be 10, 20, or 30 double spaced pages in length. It must also have a Title Page, Table of Contents, use either Endnotes or Footnotes, and have a Bibliography. The number of outside sources in your Bibliography depends upon your level of study.

The Scofield Research Manual is the **KEY** to composing your Term Paper. Information not found here will be found in the Scofield Research Manual.

### **LENGTH**

Undergraduate students must normally prepare papers of not less than 10 pages.

Graduate students must normally prepare papers of not less than 20 pages.

Doctoral students must normally prepare papers of not less than 30 pages.

The minimum number of written pages does not include the Title Page, Dedication Page (if used), Table of Contents, Endnotes, or Bibliography. In addition, if you quote scripture and write them out, they also do not count toward the number of pages written/required.

### **MARGINS AND PAGE NUMBERING**

Margins of 1" on top, bottom, and sides are required.

Your page numbers must be on the top of the page centered.

### **FONT**

The preferred font is **Arial 12 point**. You may also use **Times Roman 12 point**.

Under no circumstances may larger fonts be used **EXCEPT** in headers, section breaks, etc.

### **BIBLIOGRAPHICAL SOURCES (Please see examples at the end of the Guide.)**

Undergraduate students must cite at least 10 outside sources.

Graduate students must cite at least 15 outside sources.

Doctoral students must cite at least 20 outside sources.

### **LAYOUT AND DESIGN OF YOUR TERM PAPER**

1. Title Page
2. Dedication Page (if used)
3. Table of Contents
4. Body of Work
5. Conclusion
6. Appendices (if any are used)
7. Endnotes (if used)
8. Bibliography

**SAMPLE TITLE PAGE**

(Scroll down 10 spaces from the top of the page)

THIS IS A SAMPLE TITLE PAGE

5 spaces

A Term Paper

(2 spaces)

Presented to

(2 spaces)

Your Mentor

(2 spaces)

Scofield Theological Seminary

(2 spaces)

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(3 spaces)

In Partial Fulfillment

(2 spaces)

Of The Requirements For

(2 spaces)

Course Title and Number (USE CAPITAL LETTERS HERE)

(3 spaces)

By

(2 spaces)

John Q. Student

Student Number

(2 spaces)

Date on which the work was submitted to the Mentor

**(SEE NEXT PAGE FOR SAMPLE)**

**JESUS, THE ROOT OF ALL BELIEF  
(ALWAYS CAPITALIZE THE TITLE OF YOUR TERM PAPER)**

A Term Paper

Presented To

Mentor

Scofield Theological Seminary

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In Partial Fulfillment

Of The Requirements For

**NT452 GOSPEL OF MARK  
(CAPITALIZE THE COURSE FOR WHICH  
HE TERM PAPER WAS PREPARED)**

By

John Q. Student  
777777

July 6, 2010

## **FOOTNOTES, ENDNOTES, QUOTATIONS, AND BIBLIOGRAPHY**

One of the reasons why it was important to document the sources of your notes for your research paper is that many if not most of them are going to reappear in your finished product. First of all, it is necessary to determine what information you need to document. Facts that are generally known do not need to be documented, such as the dates of the Second World War, the distances between the earth, moon, and sun, and the birthplace of a president. "Facts that are generally known" does not mean that you should be expected to know all of them without looking them up. They are merely widely available in general reference sources.

What you do need to document is material that reflects opinions and theories rather than commonly accepted facts. Information that appears to be factual should be documented if it rests on opinion, like fossil dating or satellite flight photographs. Any statistics or information from behavioral scientists should be documented. The methods that they use to collect their data have not always been valid, and their interpretations have often been used to justify racism and sexism.

Facts that are probably true but that may be known only to a small number of scholars or investigators should be documented. Especially if they represent findings from experiments that involved only a small sampling of subjects, they may or may not be true.

There are several standard formats for preparing research papers and bibliographies. The three most widely used formats are the American Psychological Association (APA), the Modern Language Association (MLA), and the Chicago style (named for the University of Chicago). Examination of the different varieties suggests that they all have merit, but that the Chicago style seems the best to use for most types of research. Consequently, the SGSTS format has been adapted to a large extent from the Chicago style whenever applicable.

Bibliographic form is intended to conform in most respects to the National Information Standards Organization Standards for Bibliographic References, NISO Z39.29.1977, which have been approved by 55 institutions and organizations.

### **A. Footnotes and Endnotes.**

Footnotes are the documentation for the notes that you have taken as they appear in the course of your report or paper. Traditionally footnotes have been placed at the foot, or bottom, of each page. However, for several reasons footnotes are now changing form and location.

Footnotes at the bottom of a page have the advantage of providing immediate access to the sources quoted or paraphrased. On the other hand, footnotes can be distracting, since it is difficult to avoid looking at the bottom of the page when they are present, whether you want to read them or not. Footnotes are utterly frustrating to the typist, because as you type you have to be constantly aware of how much space you will need to leave at the bottom of the page. Furthermore, the growing use of word processing formats is fostering change, because some formatting programs make footnoting difficult if not impossible.

In the Bibliographical/Footnote Method, you place a superscripted number (written above the line) at the end of your text (quote or reference) and the bibliographical reference is at the bottom of the same page. At the end of your paper, all the references are listed alphabetically or by type of material, in a slightly different form.

In the Reference Cited Method, or Parenthetical Reference, a number is assigned to each item in the bibliography. Instead of using a footnote, you document your writing by using the reference number from the bibliography and the page number of the reference in parentheses right after the information you cite. Example: (6:5); (10:100\_115).

The Endnote Method is just like the Footnote Method except that the information for each reference number is not placed at the bottom of each page but is grouped with the other references at the end of each chapter or at the end of the whole paper.

If you are composing papers for courses on the undergraduate level, you will frequently be allowed to use the Reference Cited Method or the Endnote Method. However, particularly in graduate seminary programs (ministry research projects, theses, and dissertations), the traditional footnotes should be retained. One of the reasons for this system is the practice of putting theses or dissertations on microfilm by University Microfilms International. Although theses are frequently transferred to paper copy for purchase, they are usually borrowed and read in microfilm edition by means of a microfilm reader, which makes it very difficult to switch back and forth from a page to the end of a chapter.

Footnotes are usually indented five spaces from the left margin, just like paragraphs. They are single-spaced and separated by a double space. The main differences between a footnote and a bibliographic reference are that footnote elements are separated by commas, while bibliographic reference elements are separated by periods; the footnote lists the exact page or pages of the quote or information cited, while the bibliographic reference does not list page numbers because it includes the whole book or article. Endnotes are usually double-spaced and will be used in all term papers. They will be listed at the end of the paper on a page titled "Endnotes". Footnotes will be used in dissertations and theses. The most common footnote and endnote types are as follows:

### **BOOK BY ONE AUTHOR:**

Footnote:

<sup>1</sup>Rubem Alves, Protestantism and Repression: A Brazilian Case Study (Maryknoll: Orbis Books, 1985), 39.

Endnote:

1. Rubem Alves, Protestantism and Repression: A Brazilian Case Study (Maryknoll: Orbis Books, 1985), 39.

### **BOOK BY TWO AUTHORS:**

Footnote:

<sup>1</sup>James H. Davis and Woodie W. White, Racial Transition in the Church (Nashville: Abingdon, 1980), 58.

Endnote:

1. James H. Davis and Woodie W. White, Racial Transition in the Church (Nashville: Abingdon, 1980), 58.

**BOOK BY MORE THAN TWO AUTHORS:**

Footnote:

<sup>1</sup>Myron S. Eisenberg, et al., Disabled People as Second-Class Citizens (New York: Springer, 1982), 45-61.

Endnote:

1. Myron S. Eisenberg, et al., Disabled People as Second-Class Citizens (New York: Springer, 1982), 45-61.

**ESSAY BY ONE AUTHOR IN BOOK EDITED BY A DIFFERENT AUTHOR:**

Footnote:

<sup>1</sup>John S. Hicks, "Should Every Bus Kneel?," in Myron S. Eisenberg et al., Disabled People as Second Class Citizens (New York: Springer, 1982), 3.

Endnote:

1. John S. Hicks, "Should Every Bus Kneel?," in Myron S. Eisenberg et al., Disabled People as Second Class Citizens (New York: Springer, 1982), 3.

**ARTICLE IN A PERIODICAL:**

Footnote:

<sup>1</sup>Jere Allen, "The Church in the Changing Community," Southwest Journal of Theology 24, no. 2 (1982): 34-35.

Endnote:

1. Jere Allen, "The Church in the Changing Community," Southwest Journal of Theology 24, no. 2 (1982): 34-35.

**ARTICLE IN A NEWSPAPER:**

Footnote:

<sup>1</sup>Katy Butler, "Defiant Vietnamese Still Occupy Church," San Francisco Chronicle (San Francisco) March 9, 1987, 3.

Endnote:

1. Katy Butler, "Defiant Vietnamese Still Occupy Church," San Francisco Chronicle (San Francisco) March 9, 1987, 3.

**PUBLICATION WITH CORPORATE AUTHOR:**

Footnote:

<sup>1</sup>Golden Gate Baptist Theological Seminary, Library, Periodicals Holding List (Mill Valley: Golden Gate Baptist Theological Seminary, 1987), iii.

Endnote:

1. Golden Gate Baptist Theological Seminary, Library, Periodicals Holding List (Mill Valley: Golden Gate Baptist Theological Seminary, 1987), iii.

**EDITION OTHER THAN THE FIRST:**

Footnote:

<sup>1</sup>Malcolm Boyd, The Underground Church, 2d ed. (Baltimore: Penguin, 1968), 33-39.

Endnote:

1. Malcolm Boyd, The Underground Church, 2d ed. (Baltimore: Penguin, 1968), 33-39.

**AUDIOVISUAL FORMAT:**

Footnote:

<sup>1</sup>E. V. Hill, On the Death of His Wife, Focus on the Family CS 373/2519, 1988. Cassette.

Endnote:

1. E. V. Hill, On the Death of His Wife, Focus on the Family CS 373/2519, 1988. Cassette.

**UNPUBLISHED SOURCE:**

Footnote:

<sup>1</sup>Sterling E. Hess, "Bergson's Theory of the Elan Vital," (M.A. thesis, Syracuse University, 1937), 10-12.

Endnote:

1. Sterling E. Hess, "Bergson's Theory of the Elan Vital," (M.A. thesis, Syracuse University, 1937), 10-12.

## B. Quotations.

In normal writing of the paper, you will give credit to the ideas presented to the authors and other sources. The item is given a superscripted number and the citation entered in either an endnote or footnote. There are times when a direct quotation is preferred. The direct quotation may be given because the person says “it best.” Direct quotes may be used to support a point, used to give a contrasting point or opinion, or provide direct facts. A quote may also be used to illustrate a point being made. It may help in concluding a matter. It may be used to provide a change in direction.

Short quotations are generally those less than three lines in length. When making a quote, you must copy the exact sentence or fragment word-for-word. Should there be a grammatical error or the text is an older form of English, the writer should put in the Latin word “*sic*” in brackets after the error. The end of the quote will have a superscripted number for the endnote/footnote. Example:

“The gardener prun’d [sic] the tree branches ...”<sup>x</sup>

Short quotations will begin and end with the standard double quotation marks “”. If the quotation has a quotation within it, the writer will substitute the internal double quotation marks for single quotation marks. Example:

“The wise man observed the situation and said, ‘This is a sign from God.’”<sup>x</sup>

Block quotations follow a different format. The text will be indented half an inch from the normal margins. The text will be single-spaced. Double quotations will not be used for the beginning and end of the text. The end of the quotation will have the superscripted number for the endnote/footnote. Example:

Periods and commas should be placed inside quotation marks (even when the quotation marks enclose only one letter or figure); semicolons and colons go outside. Question marks and exclamation points should be placed outside quotation marks unless the question or exclamation is part of the quotation.<sup>1</sup>

Scripture quotations require similar treatments. There will be no footnote or endnote enumeration. The text will end with a scripture reference in parenthesis. The student will use abbreviations for Scripture references when possible. Examples of abbreviations: Genesis – Gen. Exodus – Ex. 1 John – 1 Jn. Examples of quotations from the Bible are:

Short quotations of scripture will begin and end with double quotation marks. The verse reference will follow. If the quotation is the end of the sentence, it will end with a period.

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Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (Chicago: The University of Chicago Press, 1996), 79.

“For God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life” (John 3:16).

Long sections of scripture will be block quoted. You will follow the same rules for block quotes when quoted verses that are three lines or longer in length. Example:

And we urge you, brethren, to recognize those who labor among you, and are over you in the Lord and admonish you, and to esteem them very highly in love for their work's sake. Be at peace among yourselves. Now we exhort you, brethren, warn those who are unruly, comfort the fainthearted, uphold the weak, be patient with all. See that no one renders evil for evil to anyone, but always pursue what is good both for yourselves and for all. Rejoice always, pray without ceasing, in everything give thanks; for this is the will of God in Christ Jesus for you. Do not quench the Spirit. Do not despise prophecies. Test all things; hold fast what is good. Abstain from every form of evil. (1 Thes. 5:12-22)

The first time you use a scripture from the Holy Bible is used, you will also provide the translation (abbreviated) in the parenthesis. For unity purposes, the student will provide an explanation in the endnote/footnote. Examples:

Scripture Quotation:

“And we know that all things work together for good to them that love God, to them who are the called according to his purpose” (Ro. 8:28, KJV)<sup>X</sup>

Corresponding Endnote:

X. The King James Version (KJV) will be used throughout this paper unless otherwise indicated.

Whenever other translations are used, indicate the translation by appropriate abbreviation with the scriptural reference: (Gen. 1:1, NASB), (Ex. 4:2, NIV), (Acts 1:8, NKJV), (1 Cor. 12:1-5, NLT). Please ensure that all translations are included in the Selected Bibliography.

When including direction quotations, you may be led to emphasize certain words or phrases in the quote. Most manuals on writing give the writer leeway in using a variety of methods (ALL CAPS, **bold**, *italics*, underlining, etc.). When you include a quotation and desire to make an emphasis by such methods, include a statement in brackets after the quote as follows:

“Who shall separate us from the love of Christ? shall tribulation, or distress, or persecution, or famine, or nakedness, or peril, or sword?” (Ro. 8:35) [Emphasis added].

### C. Bibliography.

The sources from which you will have drawn your notes will make up the selected bibliography at the end of your paper. For a short paper you will probably be able to list all your sources together, alphabetically by last name of the author (or title if no author is named). For a thesis or dissertation you may want to separate your references by category, for example, books, articles, and other sources. Usually you should not list a reference unless you have used it at least once in your paper. Listing items that you have not seen personally is not honest, with the following possible exception: an article of book that you are unable to obtain but have viewed in abstract form (printed or on-line).

Most of the materials in your bibliography will fall into the following categories. Most exceptions to these rules are covered in more detailed style manuals such as that of Turabian.

#### **BOOK BY ONE AUTHOR:**

Alves, Rubem. Protestantism and Repression: A Brazilian Case Study. Maryknoll, New York: Orbis Books, 1985.

#### **BOOK BY TWO AUTHORS:**

Davis, James H., and Woodie W. White. Racial Transition in the Church. Nashville: Abingdon, 1980.

#### **BOOK BY MORE THAN TWO AUTHORS:**

Eisenberg, Myron S., et al. Disabled People as Second\_class Citizens. New York: Springer, 1982.

#### **TWO OR MORE BOOKS BY THE SAME AUTHOR:**

Walvoord, John F. The Holy Spirit. Grand Rapids: Zondervan, 1991.

\_\_\_\_\_. The Millennial Kingdom. Grand Rapids: Academie Books, 1959.

#### **CD ROM LIBRARIES:**

Gilbertson, John. Power BibleCD [CD-Rom]V3.0. Bronson: Online Publishing, 1999-2000.

#### **TRANSLATION OF THE BIBLE:**

Holy Bible. New King James Translation.

**CORPORATE AUTHOR:**

Golden Gate Baptist Theological Seminary Library. Library Periodical Holding List.  
Mill Valley, California: Golden Gate Baptist Theological Seminary, 1987.