

GUIDELINES FOR WRITING TERM PAPERS - MLA SYSTEM

The following guidelines are summarized from The Practical Stylist and the College Style Sheet and represent the form in which papers are to be written for instructors at Pacific Life Bible College unless otherwise indicated by your instructor.

Standard Formatting

1. Style and Margins:

- Double space
- Indent each paragraph ½”(inch) or 5 letter spaces
- Use a standard font such as **Times New Roman** or **Courier** and leave the right margin “ragged” (align left), as required in the MLA style.
- If your instructor permits justified text (where lines of text align with the page margins on both sides), use only a proportionally-spaced font, such as **Times New Roman**.
- Stay away from fancy script or other “designer” fonts which are inappropriate for text (Furberg and Hopkins 29).
- Font size should be a standard 12 pts.
- Use 1 inch margins all around (top, bottom and sides), with the page numbering ½” from the top of the page and ½” from the text below it, and right aligned to the margin (1”).

2. Title Page: (See samples on page 7).

Use **either** a separate page **or** a title put on the first page (see samples at the end of this document). Do not use both. If you put a title on the first page of the text, begin numbering on that page (begin at 1). If you use a separate page, begin the numbering on the next page (where the text begins) and begin with 2. The layout of a separate title page is:

Title of Thesis [down 2” from top of page]
Student's Name
[go down 1½ inches below title]
Class Name and Number [approx. 4½ inches below student’s name]
[double space]
Instructor's Name
[double space]
College Name
[double space]
Date
[1 ½” from bottom of page]

3. Documentation

TAKE CARE AGAINST PLAGIARISM! If you use someone else’s idea, cite your source. Even if you have an idea and then find someone else wrote on that, “swallow your disappointment and mention your predecessor” (Baker 161). You can quote indirectly, but be careful not to copy out phrases from your source and incorporate them into your essay without remembering they are direct quotes. You need to take notes carefully, marking

quotes accurately, or when paraphrasing, use your own words, “as far away from the original as possible” (Baker 162). Always give credit to your source. Paraphrased, summarized, and quoted sources are cited the same way as an exact quotation (Furberg and Hopkins 34).

4. Footnotes or Endnotes

Baker explains how the MLA style simplifies crediting your sources: “You skip the footnote altogether, putting in your paper no more than the author's name and the page number” (165) without using a p. before the page number (see Quotations).

5. Quotations (see samples later in this document, and pages 57-63 in the College Style Sheet for print sources, classic literary works, the Bible, media, Internet and government sources)

The citation within the document typically contains (Furberg and Hopkins 53):

- ⇒ the author’s last name, either in the sentence or as the first item in the citation after the (.
- ⇒ the page number (this is used alone in the parenthesis when the author is mentioned in the sentence).

Examples:

- i. It is so assuring that “God is wonderfully patient with us” (Hayford 96).
- ii. Hayford reminds us that “God is wonderfully patient with us” (96).

Note that punctuation goes after the citation, not within the quote.

If you are citing multiple books by the same author, you need to change the citation to include an abbreviation of the title of the work either in the sentence or in the citation **if you referred to more than one work by the author**. For example,

(Hayford, Beauty 16) (Hayford, Prayer 20) would be used to cite quotes or paraphrases if you are using The Beauty of Spiritual Language and Prayer is Invading the Impossible both by Jack Hayford.

Quoting the Bible? Baker notes the following:

The Bible and its books, although capitalized as ordinary titles, are never italicized. Spell them out in your running text: "The Bible begins with Genesis." You refer to them also directly in your text, within parentheses—abbreviated, with no commas, and with Arabic numerals: Mark 16:6; Jer. 4:24; 1 Sam. 18:33. No comma—only a space—separates name from numbers; periods [or colons] separate the numbers, *with no spacing*. (174)

See the appendix of this document for the accepted abbreviations of the books of the Bible.

Examples of Bible quotes:

There is still nothing new under the sun (Eccl. 1:9); man still does not live by bread alone (Matt. 4:4).

As Ecclesiastes tells us, "there is no new thing under the sun" (1:9).

Using **long quotations** (> 50 words)?

- ⇒ Single-space and indent, *without quotation marks* “to simulate the appearance of a printed page” (Baker 166).
- ⇒ Begin a single-spaced indented quote with one line space, and indent it one inch from the left margin (2” from edge).
- ⇒ You can also double-space these long inset quotations, setting them off by triple-spacing, above and below (Baker 166). See samples later in this document.

The Practical Stylist illustrates three ways to cite or quote: 1) indirectly (paraphrase or state an idea); 2) direct quotation; 3) direct quotation set apart and inset (Baker 166). Each are cited as follows (see page 166, 167 of The Practical Stylist):

- 1.) Indirect quotation or reference - simply include the page # within the parenthesis within the sentence or phrase— *before* punctuation marks:
 - ... as **Anderson (291) and others believe, but not...**
 - ... as **others, including Anderson (291) believe.**
 - Anderson believes the evidence inconclusive (291).**
 - 2.) Direct quotation - put the page within the parenthesis *after* the closing ” but *before* the punctuation, including the parenthesis within *your* sentence:
 - He thinks them "quite daffy" (213), but concedes. . . .**
 - As Belweather says, "Many of these proposals for investigation are quite daffy" (213).**
 - 3.) Direct quotation inset 1” from margin and single or double-spaced - *omit* the quotation marks, and put the page-parenthesis *after* the final period and a space with no period following it:
 - a culture, a commonly shared, learned, and remembered history as a group, which it transmits through the generations. (218)**
6. Works Cited (see a sample later in this document, and College Style Sheet pages 65-68 for details of the works cited and pages 69-89 for sample citations)

It is the last page of your paper (replaces “Endnotes” and “Bibliography”).

- ⇒ Use one entry for each work cited in the body of the essay (Note: any work you referenced but did not cite is **not** to be included here since this is **not** a Bibliography).
- ⇒ The information needed for each citation includes
 - i. **Author’s** name (or editor’s if there is no author). Format: last name, first name.;
 - ii. The **title** of the item (book, CD-ROM, article, etc) underlined and a period at the end (continue with **: subtitle name** if there is a subtitle);
 - iii. The first **city of publication** (listed on the title or copyright page). Use n.p when no city is given;
 - iv. The **abbreviation for the province or state** of the first city of publication (see attachment to this document for these abbreviations);

- v. A shortened version of the **publisher's name** (only the first one if there are multiple; omit "Co.," "Inc.," etc. Use "Harper," rather than "Harper and Row Inc.");
- and
- vi. The **year of publication** (Use the last edition date after the ©, but ignore reprint dates. Use n.d. when no date is given).

Use the following format:

{1/2" from top of page}
Murray 5
{1/2"}

Works Cited
{Centre these words}

{Four blank lines}

Bromiley, Geoffrey W. Theological Dictionary of the New Testament:
{indent 2nd line 1/2"} Abridged in One Volume. Grand Rapids, MI: Eerdmans, 1985.

{1" margin} Cook, Jerry. Love, Acceptance and Forgiveness. Ventura, CA: Regal, 1979. *{1" margin}*

NOTE:

- The page numbering continues on the Works Cited page(s).
- Double space within and between entries.
- List the entries in alphabetical order by the **last name** of the first author or, when only a title appears, by the first word in the title—ignoring the words "A", "An" or "The" when alphabetizing, but using them when typing the Title name.

In crediting the Bible, use the proper name (on its title page) of the Bible you used, underlined, followed by the city, a comma and the state/province abbreviation, a colon, then publisher and the latest printing date. Examples:

The Holy Bible: New International Version. Grand Rapids, MI: Zondervan, 1979.

New American Standard Bible. Ref. ed. New York, NY: A. J. Holman, 1973.

7. Types of Citations (see more examples in the College Style Sheet pages 69-89).

Same Author, but another work-Use three hyphens & a period instead of repeating the name:

Hayford, Jack W. The Beauty of Spiritual Language. Nashville, TN: Chosen, 1983.

---. Prayer is Invading the Impossible. Plainfield, NJ: Logos, 1977.

No Date or Place of Publication:

Segal, Annette. The Question of Rights. N.p.: Bell, n.d.

Articles in a Weekly or Monthly Magazine:

Colson, Charles. "When Kingdoms Clash." Moody Monthly Jan. 1988: 52-57.

NOTE: For frequently published magazines, indicate the issue by date only; omit the volume and issue numbers. The title of the article is in quotation marks and the name of the magazine is underlined. Give page numbers of the article.

Articles in a Journal with a Volume Number:

Hatchett, Bonnie F. "Faith is the Key: Building a Community of Caring." The Journal of Pastoral Care 55.1 (Spring 2001): 99-100.

The above includes the author of the article, the article name in quotes, the journal name underlined, the volume (55), the issue (1), the month or season (Spring), the year of the issue (2001), and the pages of the article (99-100). See pages 74-75 in the College Style Sheet for variations to this.

8. Abbreviations (Baker 173):

In a quotation:

<sic> - ("so" or "this is so"); always in brackets -- <sic> -- because used only within quotations following some misspelling or other surprising detail to show that it really was there, was "so" in the original and that the mistake is not yours.

In Works Cited:

n.d. - no date given

n.p. - no place of publication given

vol., vols. - volume, volumes (use only with books: The History of the Christian Church, vol. 2)

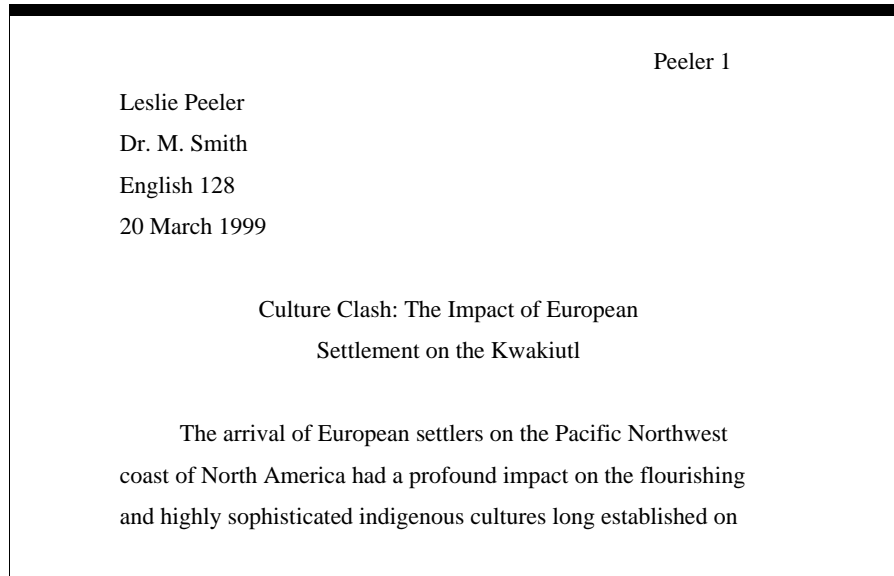
FOR MORE DETAILS ON WRITING TERM PAPERS PLEASE SEE:

Baker, Sheridan. The Practical Stylist. 7th ed. Grand Rapids, MI: Harper & Row, 1990.

Furberg, Jon and Richard Hopkins. College Style Sheet. 5th ed. Vancouver, BC: 49th Avenue, 2000.

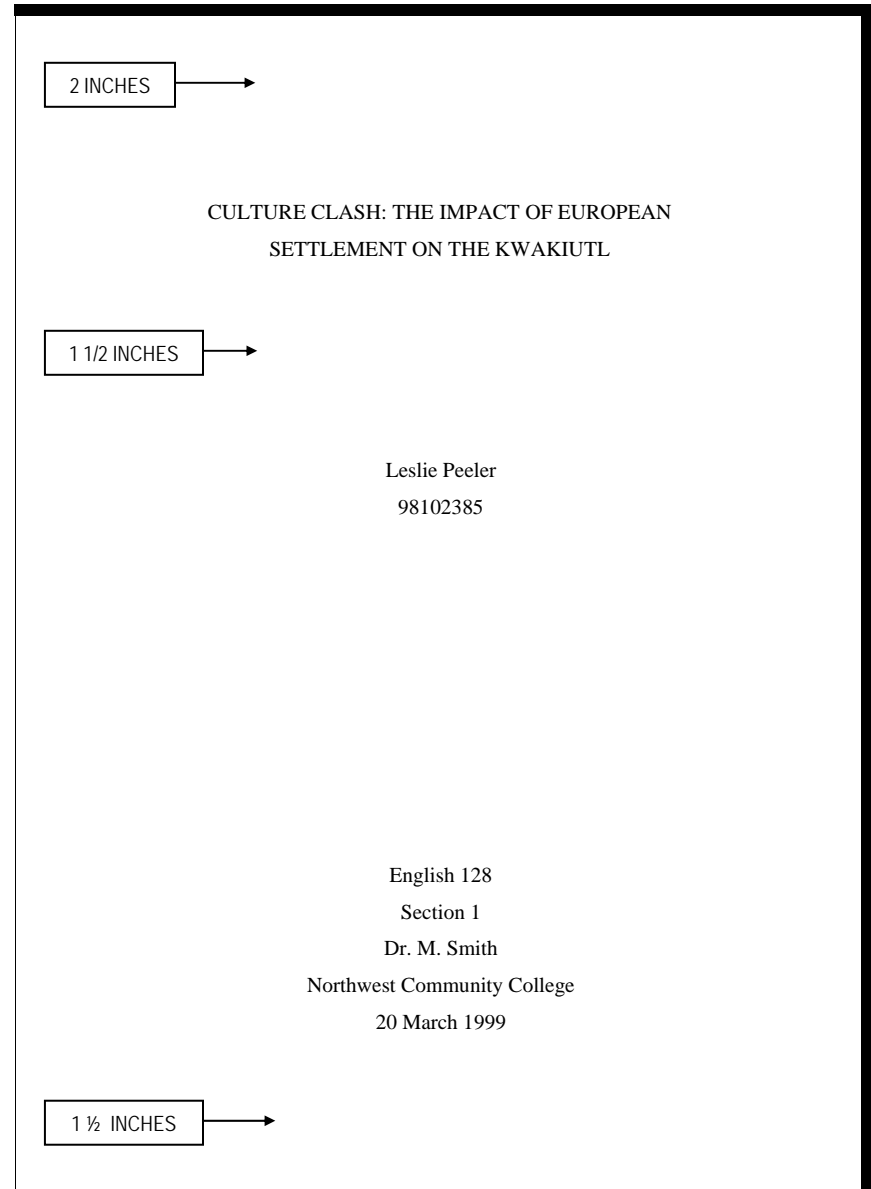
Title Page

The *MLA Handbook* says that a separate title page is not needed for research essays. It stipulates that title pages be combined with first text pages, as follows:



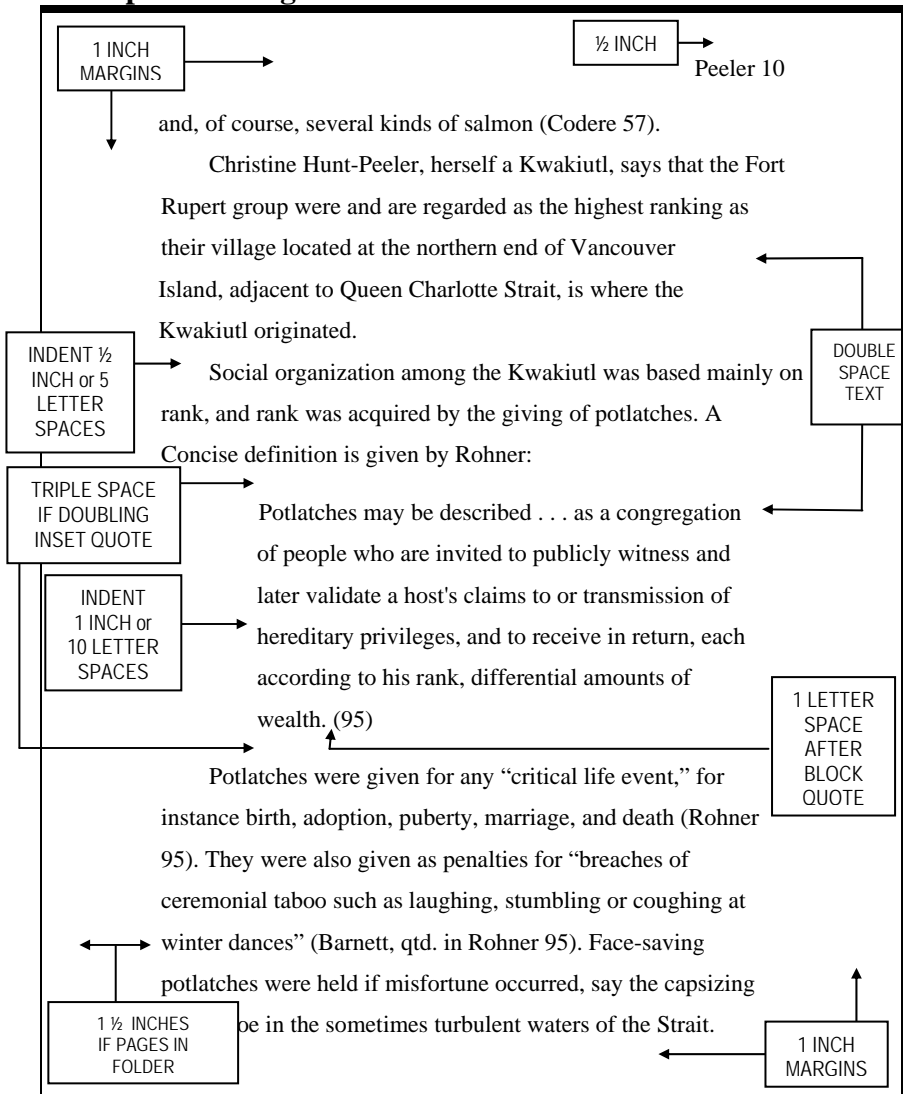
In this example, the student's last name appears half an inch from the top of the page, followed by the page number, and flush with the right margin. This combination of name and page number forms a running headline which appears in the same position on all subsequent pages. Next, the names of the student, instructor, and course, followed by the date, are double spaced beginning one inch from the top of the page and flush with the left margin. The essay title is centred, beginning a double space below the date, and is not in all capital letters (the rules for capitalizing are in item 10 on page 66). The first paragraph, indented half an inch or five letter spaces, begins a double space below the title with one-inch margins to left and right.

Sample Alternative Title Page



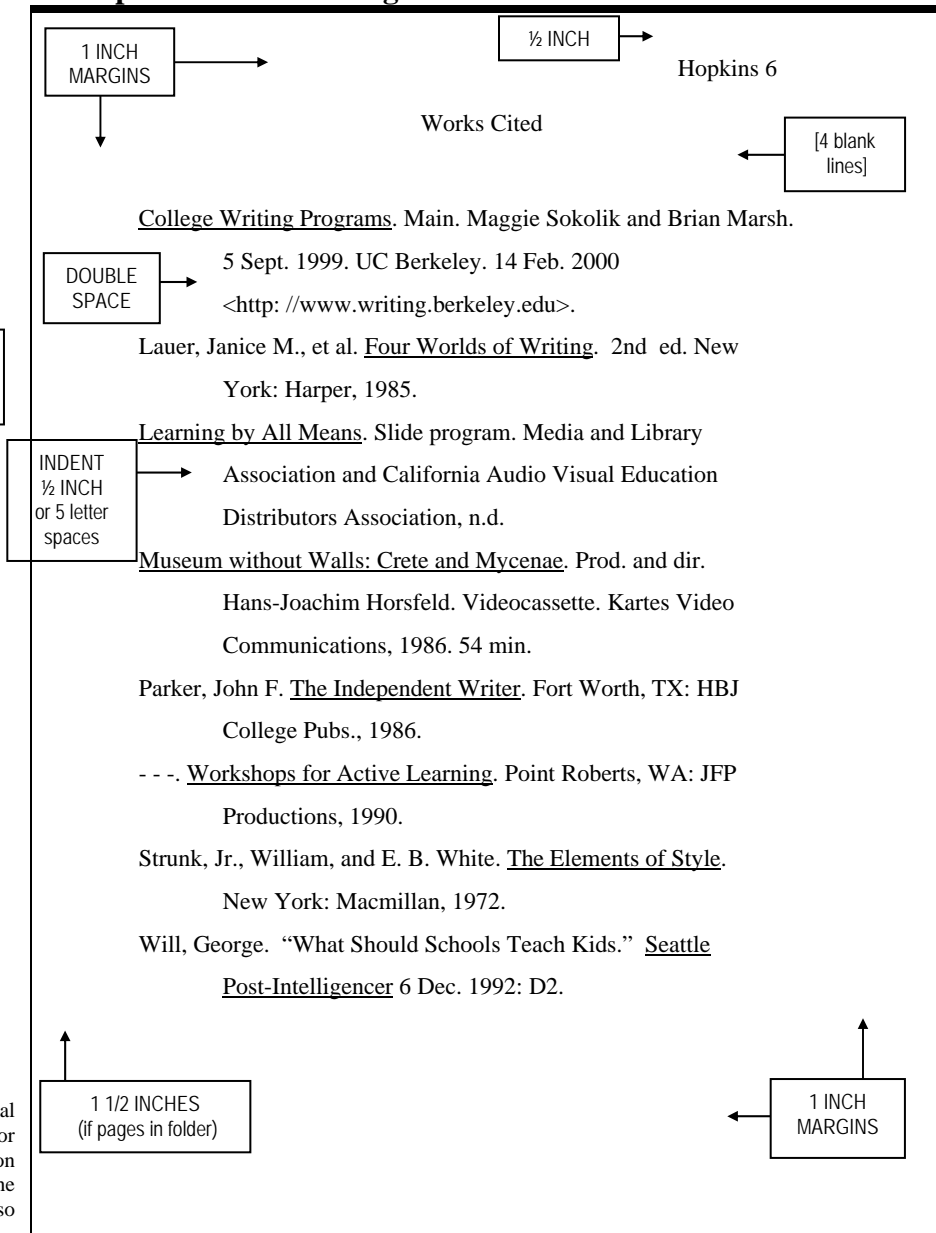
Sample Text Page and Works Cited (Furberg and Hopkins 24 & 67 modified)



Sample Text Page



This sample page is a guide for the final draft of an MLA-style research essay employing parenthetical references. It shows the page number (i.e., page 10) as part of the running headline. (Ask your instructor if you need to follow this particular convention.) The text is *double* spaced as is the block quotation which is indented one inch (or ten letter spaces) from the left margin. Note the text references and the placement of the parentheses. The Hunt-Peeler reference in the second paragraph is to an interview, so no page number appears.

Sample Works Cited Page



<u>thier</u>	Misspelling (238-43) and consult dictionary.	coh	Paragraph lacks coherence; unify (47-50).
[]	This should be cut out (122-32).	dm	Dangling or squinting modifier (109-10, 208-9).
,	Put in a comma! (See 213-21).	frag	Fragmentary sentence (116-17, 213, 222-6).
cs or 	This punctuation is wrong; usually a comma splice, a comma where a period or semicolon should be (222-6).	gr	Bad grammar in the underlined pronoun, verb, adjective, or adverb (194-207).
	Make this letter lower case. The opposite would be: <u>m</u> atthew. (See 243-5).	Pass	Weak passive voice: activate (123-5).
÷	Something omitted.	Ref	Bad reference: it doesn't match or have an antecedent (201-2, 205-6).
?	Not clear, or not readable.	run-on	Run-on sentence: no period and no capitals between sentences (223).
¶	Paragraph needed (39-41). Or Do not start a new paragraph.	S	Bad sentence; reconstruct.
No ¶		Tense	Your verbs have slipped in tense, voice or mood (197-201).
<u>Underline</u>	Something wrong here: diction too high, too low; word misused (146-8, the Glossary of usage [248-82], and your dictionary).	Tr	Transpose (example, 113).
//st	Parallel construction (111-16).	trite	Worn-out words: clichés. (148, 258-9).
agr	Agreement of subject and verb (194-7).	usage	Not standard: check your dictionary.
ambig	Ambiguous: clarify.	wordy	Words, words, words: recast, condense (122-32).
awk	Awkward: revise.		

Page numbers refer to those in The Practical Stylist

Additional symbols that we use:

ww	Wrong word, usually homonym.	trans	Transition missing or not appropriate.
dev	Inadequate development of thought.	TS	Problem with thesis statement.
lf	Logical fallacy (incl. inflammatory statement).	mm	Misplaced modifier.
wc	Poor word choice.	pass	Overuse of the passive voice.
Rep	Repetition.		

AMERICAN STATE ABBREVIATIONS

<i>State/Possession</i>	<i>Abbrev</i>
ALABAMA	AL
ALASKA	AK
AMERICAN SAMOA	AS
ARIZONA	AZ
ARKANSAS	AR
CALIFORNIA	CA
COLORADO	CO
CONNECTICUT	CT
DELAWARE	DE
DISTRICT OF COLUMBIA	DC
FEDERATED STATES OF MICRONESIA	FM
FLORIDA	FL
GEORGIA	GA
GUAM	GU
HAWAII	HI
IDAHO	ID
ILLINOIS	IL
INDIANA	IN
IOWA	IA
KANSAS	KS
KENTUCKY	KY
LOUISIANA	LA
MAINE	ME
MARSHALL ISLANDS	MH
MARYLAND	MD
MASSACHUSETTS	MA
MICHIGAN	MI
MINNESOTA	MN
MISSISSIPPI	MS
MISSOURI	MO

<i>State/Possession</i>	<i>Abbrev</i>
MONTANA	MT
NEBRASKA	NE
NEVADA	NV
NEW HAMPSHIRE	NH
NEW JERSEY	NJ
NEW MEXICO	NM
NEW YORK	NY
NORTH CAROLINA	NC
NORTH DAKOTA	ND
NORTHERN MARIANA ISLANDS	MP
OHIO	OH
OKLAHOMA	OK
OREGON	OR
PALAU	PW
PENNSYLVANIA	PA
PUERTO RICO	PR
RHODE ISLAND	RI
SOUTH CAROLINA	SC
SOUTH DAKOTA	SD
TENNESSEE	TN
TEXAS	TX
UTAH	UT
VERMONT	VT
VIRGIN ISLANDS	VI
VIRGINIA	VA
WASHINGTON	WA
WEST VIRGINIA	WV
WISCONSIN	WI
WYOMING	WY

CANADIAN PROVINCE ABBREVIATIONS

<i>Province</i>	<i>Abbrev</i>
ALBERTA	AB
BRITISH COLUMBIA	BC
MANITOBA	MB
NEW BRUNSWICK	NB
NEWFOUNDLAND	NF
NOVA SCOTIA	NS
NORTHWEST TERRITORIES	NT

<i>Province</i>	<i>Abbrev</i>
NUNAVUT	NU
ONTARIO	ON
PRINCE EDWARD ISLAND	PE
QUEBEC	QC
SASKATCHEWAN	SA
YUKON	YT

ABBREVIATIONS FOR THE BOOKS OF THE BIBLE

<i>Book of the Bible</i>	<i>Abbrev</i>
Genesis	Gen
Exodus	Ex
Leviticus	Lev
Numbers	Num
Deuteronomy	Deut
Joshua	Josh
Judges	Judg
Ruth	Ruth
First Samuel	1 Sam
Second Samuel	2 Sam
First Kings	1 Kin
Second Kings	2 Kin
First Chronicles	1 Chr
Second Chronicles	2 Chr
Ezra	Ezra
Nehemiah	Neh
Esther	Esth
Job	Job
Psalms	Ps
Proverbs	Prov
Ecclesiastes	Eccl
Song of Solomon	Song
Isaiah	Is
Jeremiah	Jer
Lamentations	Lam
Ezekiel	Ezek
Daniel	Dan
Hosea	Hos
Joel	Joel
Amos	Amos
Obadiah	Obad
Jonah	Jon
Micah	Mic

<i>Book of the Bible</i>	<i>Abbrev</i>
Nahum	Nab
Habakkuk	Hab
Zephaniah	Zeph
Haggai	Hag
Zechariah	Zech
Malachi	Mal
Matthew	Matt
Mark	Mark
Luke	Luke
John	John
Acts	Acts
Romans	Rom
First Corinthians	1 Cor
Second Corinthians	2 Cor
Galatians	Gal
Ephesians	Eph
Philippians	Phil
Colossians	Col
First Thessalonians	1 Thess
Second Thessalonians	2 Thess
First Timothy	1 Tim
Second Timothy	2 Tim
Titus	Titus
Philemon	Philem
Hebrews	Heb
James	James
First Peter	1 Pet
Second Peter	2 Pet
First John	1 John
Second John	2 John
Third John	3 John
Jude	Jude
Revelation	Rev