Format

A. Margins 1 inch all around
B. Flush left and ragged right
C. Everything including block quotes is double spaced
D. No extra lines between paragraphs
E. Title page includes: title of paper ¼ down the page, author’s name ½ down the page, and the three lines from the bottom include class name, instructor’s name, and due date in that order.
F. Page numbers begin after title page and are located in the upper right hand corner and are preceded by the author’s last name.

Quotes

A. Run-In Quote
Less than 100 words, uses quotation marks, begins with lowercase letter even if original begins with capital letter, preceded by a comma unless using words such as “thus” or “as follows,” which require a colon, and followed by a parenthetical citation.

B. Block Quote
More than 100 words, no quotation marks, starts a new line, indented from surrounding text on left, begins with a lowercase letter if it continues a sentence and a capital letter if it begins a new sentence, and followed by a parenthetical citation.

Footnotes

When using the Author-Date system with parenthetical citations, the author may use footnotes or endnotes to provide substantive comments for the readers.

Author-Date Parenthetical Citations:

A. Parenthetical citations follow the information from a source and includes the author or editor’s family name, year of publication, and a page number.

1. Example for a Book
   (Gonzalez 2005, 85).

2. Example for a Chapter in a Book
   (Garcia Marquez 1988, 44).

3. Example of Book with Two or Three Authors or Editors
   (Goodman, Waren, and Hope 2004, 356).

4. Example of Book with Four or More Authors or Editors
   (Carter et al. 2007, 841).

5. Example for a Journal Article
   (Peace 1947, 76-77).

6. Example of Webpage without an Author or Page Numbers
   (Google 2008, para. 9).

Reference Style:

All sources used in the paper must be listed in the References except for personal interviews. They must be listed in alphabetical order. DOIs are preferred over URL addresses when available.

A. Book

B. Book listed under an editor

C. E-Book

D. Book with multiple authors
E. Chapter in an edited book


F. Journal Article


G. Electronic Journal Article


H. Interview

Normally not listed in the Bibliography

I. Holy Scripture


J. Website


K. Multiple works by same author