GENERAL GUIDELINES FOR A RESEARCH PAPER

PAPER STRUCTURE, STYLE and CONTENT

Reading a well-conceived and well-written academic paper is a pleasure and a learning experience for your professor. The following guidelines apply to papers submitted for coursework at Hartford International and must be followed. When a particular professor issues additional guidelines, they should be followed also. If you as a student require more guidance on writing papers, we advise you to meet with the Writing Consultant Emily Holcombe. You can reach Emily Holcombe at eholcombe@hartfordinternational.edu or by phone/text at 860-707-4585.

NOTE ON PLAGIARISM: Students plagiarize when they submit another person's work, lift paragraphs, sentences, or even a choice phrase from another writer, or make use of another person's ideas (even if the student puts these ideas in his/her own words) **without acknowledging the source**. A related kind of dishonesty is to resubmit a paper which was done for a different course, even if it is the student's own work. These practices are not permitted at HIU. They will be reported to the Dean's Office and may result in disciplinary action.

THE PAPER'S TECHNICAL COMPONENTS

1. **BASIC FORM:**   It is expected that academic papers will be submitted as hard copies on standard 8.5" x 11" paper or by e-mail attachment, if the professor allows. Excluding the title page, footnotes, and bibliography, the paper should be double-spaced. Cover pages or folders are to be used only for papers longer than ten pages. The paper title, your name, the professor's name, the course name, and date of submission appear on the cover page for a longer paper or at the top of the first page for a shorter one. Please submit the original paper and always keep a copy for yourself, in the event a paper is lost in transit.

   - Margins: Left: 1.5"   Right: 1"
                  Top: 1"   Bottom: 1"

2. **CITATION OF SOURCES**:   The university requires that academic papers follow the style guidelines found in Kate Turabian's *A Manual for Writers*, or *The Chicago Manual of Style*. **There are two different methods of documentation:**
   A. Notes (footnotes or endnotes) with a Bibliography (most professors prefer footnotes)
   B. Parenthetical references with a List of References

   These two methods differ significantly with respect to format, punctuation, order of information, etc. The following sections, *Notes with Bibliography* and *Parenthetical References with List of References*, set forth the two approaches. Use one or the other method, NOT A MIXTURE OF BOTH. Ask your instructor which method he or she prefers.

A. NOTES WITH BIBLIOGRAPHY: This method is the one generally used, unless the paper/project involves a social science topic. Please note the following features:
- Footnotes or endnotes (henceforth "notes") begin with an author's first name. Bibliography listings begin with an author's last name.
- Notes use commas as internal punctuation, bibliographies use periods.
- In notes, the first line of an entry should be indented 5 characters and succeeding lines should be flush left. In bibliography listings, the first line of an entry should be flush with the left margin and succeeding lines should be indented 5 characters.
- In both notes and bibliographies, single-spacing is used within an entry, but double-spacing is used between entries.
- In both notes and bibliographies, the abbreviation p. or pp. for page(s) is not used generally; it is used *only* when their absence might cause confusion (e.g., newspaper samples below).
- In both note and bibliographic citations, the title of the book, journal, periodical or newspaper MAY BE EITHER <u>underlined</u> OR *italicized*. Common practice currently favors *italics*.

Footnotes and Endnotes: You must credit in a note the source of every quotation, paraphrase, fact, or idea that you are borrowing from materials you have consulted. Combinations of ideas, original extensions of borrowed ideas, and information that is common knowledge and can be found in many sources (e.g., Luther was a 16th century reformer) do not have to be credited. But if you have learned how to conceptualize something in your paper from another writer, you must note your intellectual debt—even if you are expressing it in your own words. The purpose of footnoting is two-fold: to give credit where credit is due, and to direct the reader to sources for further investigation into an idea you have introduced.

Although footnotes are preferred, endnotes are acceptable. Footnotes appear at the bottom of the page, and continue in sequential order throughout the paper. They are separated from the text above with a 12-15 character horizontal line that begins at the left margin. Endnotes are placed at the end of the paper (before the bibliography) or, if the paper or report is divided into chapters, they may be placed at the end of each chapter. In a master's thesis (or doctoral project), footnotes, not endnotes, are required.

Sample Note Entries:

A. For a book:

[1] Christopher Hewer, *Understanding Islam: The first ten steps* (London: SCM Press, 2006), 23.

B. For a journal article:

[27]Jeremiah Mellis, "All the Precious Memories," *Spirituality and Religion* 12 (Spring 1992):2-38.

C. For a book in a multi-volume work:

[14]Jaroslav Pelican, *Christian Doctrine and Modern Culture (Since 1700)*, vol. 5 of *The Christian Tradition: A History of the Development of Doctrine* (Chicago: University of Chicago Press, 1989), 15.

D. For a book with a translator:

[18]Josef Van Ess, *The Flowering of Muslim Theology*, trans. Jane Marie Todd (Cambridge: Harvard University Press, 2006), 142.

E. For an article in an anthology:

[11]Thomas W. Gillespie, "The Laity in Biblical Perspective," in *The New Laity*, ed. Ralph D. Bucy (Waco, Texas: Baylor University Press, 1978), 145.

F. For a newspaper article:

[6]Mary Parks, "Reconciliation of Faiths," *New York Times*, 6 April 1995, sec. B, p.4.

G. For an interview:

[36]Heidi Hadsell, personal interview, 14 May 2015.

H. For a dissertation:

[37] Nicole Libin, "The Choosing People: Constructing Jewish Buddhist Identity in America" (Ph.D.diss., University of Calgary, 2009), 27.

I. For sacred scriptures:

[28]I Cor. 7:9 NRSV.

[29]Qur'an 22:39-40.

NOTE: It is preferable to insert citations of scripture within the body of a paper & inside parentheses, e.g.,"In the beginning God created the heavens and the earth"(Gen. 1:1).

J. For subsequent references to a work that has been cited previously:

If the citation follows immediately after a citation from the same source, use Ibid. with new page reference, e.g.,

[15]Arthur Goldwag, *The Beliefnet Guide to Kabbalah* (New York: Doubleday/Three Leaves, 2005), 89.

[16]Ibid., 72.

If the citation does not follow immediately after a citation from the same source, but the same source was cited earlier, simply use the author's last name followed by the page number, e.g.,

[15]Arthur Goldwag, *The Beliefnet Guide to Kabbalah* (New York: Doubleday/Three Leaves, 2005), 89.

[16]Mary Parks, "Reconciliation of Faiths," *New York Times*, 6 April 1995, sec. B, p.4.

[17]Goldwag, 72.

If you are using more than two documents by the same author, use both the author's name and the book's or article's title. If the title is long, you may abbreviate it with a few key words, e.g.,

[20]Goldwag, *'Isms and 'Ologies: All the Movements, Ideologies and Doctrines that Have Shaped Our World* (New York: Knopf Doubleday Publishing Group, 2007), 126.

[21]Goldwag, *Beliefnet Guide,* 89.

[22]Goldwag, *'Isms and 'Ologies,* 128.

Bibliography: The bibliography must include both references directly quoted or paraphrased and those read for research. Many professors turn first to the bibliography, and gain their first impression of a paper's quality from the quality of the bibliography—both its contents and its form. Please follow these rules for format:

- Bibliographic entries are listed in alphabetical order according to the last name of the author (or lead author), followed by the first name.
- The bibliography is placed at the very end of the paper. All other reference matter, such as endnotes (if used) and/or appendices, precede the bibliography.

Sample Bibliographic Entries:

A. For a book:

Brueggeman, Walter. *The Prophetic Imagination.* Minneapolis, MN: Fortress Press, 2001.

B. For a journal article:

Smith, Jonathan W. "Where the Wind Blows: A Theology of Spirit." *Princeton Bulletin* 15 (Summer 1990): 77-99.

C. For a book in a multi-volume work:

Peliklan, Jarolsav. *Christian Doctrine and Modern Culture (Since 1700).* Vol. 5 of *The Christian Tradition: A History of the Development of Doctrine.* Chicago: University of Chicago Press, 1989.

D. For a book with a translator:

Mernissi, Fatima. Women and Islam: An Historical and Theological Enquiry. Translated by Mary Jo Lakeland. Oxford: Basil Blackwell, 1991.

E. For an article in an anthology:

Gillegspie, Thomas W. "The Laity in Biblical Perspective." In *The New Laity*, edited by Ralph D. Bucy, 133-55. Waco, TX: Baylor University Press, 1978.

F. For a newspaper article:

Parks, Mary. "Reconciliation of Faiths." <u>New York Times</u>, 6 April 1995, sec. B, p.4.

G. For an interview:

Hadsell, Heidi, President of Hartford Seminary. Interview by author, 14 May 2015.

H. For a dissertation:

Kraft, John. "Otherworldly Images in the Talmud." Ph.D. diss., Boston University, 1991.

I. For sacred scripture: titles of sacred scripture are neither underlined nor italicized.

The Bible. New Revised Standard Version.

The Qur'an. Translated by N.J. Dawood. New York: Penguin Books, 1990.

J. For a succession of works by the same author: once an author's name is listed, it is not
   repeated. Instead, use an eight character line in place of the name. List titles in alphabetical
   order. E.g.,

Goldwag, Arthur. *The Beliefnet Guide to Kabbalah.* New York: Doubleday, 2005.
   _____. *'Isms and 'Ologies: All the Movements, Ideologies and Doctrines that Have Shaped Our World*.
New York: Knopf Doubleday Publishing Group, 2006.

B. PARENTHETICAL REFERENCES WITH LIST OF REFERENCES: This method is used for the natural and
   social sciences. Parenthetical references are inserted within the text of the paper—in the middle or at the
   end of a sentence (Turabian 2007).

Parenthetical References: Citations in the text give the last name of the author(s) and the date of publication
and pagination where appropriate, all within parentheses.
   - If the author(s) name is in the text, the date should follow the name -- "…Aho (1990) states.…" If not, the
     name and date should occur at an appropriate point in the sentence – "…some have claimed (cf. Durkheim
     1915) that …"or at the end of the sentence referencing the work--…(Morris 1984).
   - Incorporate within parentheses any brief phrase associated with the reference – "…have claimed this is so
     (Weber 1958, 112 but see Troeltsch 1931, vol.1:55 for a conflicting view) without considering.…"
   - For papers with two authors, both last names should always be included in the citations--…(Jelen and
     Wilcox 1997).
   - Citations to papers with three authors should list all authors' names on the initial citation--…(Wald, Owen,
     and Hill 1989), but then abbreviate using "et al." in any subsequent citations--…(Wald et al. 1989).
   - When articles have more than three authors use "et al" throughout the citations--…(Pargament et al. 1998).
   - Include page numbers for direct quotations or to reference particular passages, preceded by a comma--
     …(Gill 1998, 89) or (Weber 1958, 23-25).
   - Series of citations should be listed in either alphabetical order, or be ordered by date and separated by
     semi-colons--…(Bromley and Shupe 1980; Rochford 1985; Stark and Bainbridge 1985)

- If there is more than one reference to the same author and year, distinguish them by the use of lower case letters (a,b,...) attached to the year of publication both in the text and in the bibliography – "as was previouly suggested (Greenley 1963a, 32)."
- Use "forthcoming" to cite sources scheduled for publication. Use the date presented or defended for conference papers and dissertations. If no date is indicated use "n.d." in place of the date--...(Groves n.d.; Thumma forthcoming).
- Supply minimal identification for institutional publications--...(Southern Baptist Convention 1993).
- Cite institutional or primary investigator authorship and date for machine readable data files—(Institute for Survey Research 2010) or (Jennings, Markus, and Niemi 1991).

Content notes when using the Parenthetical Reference method: Sometimes a content note may be called for, in order to make an observation or offer an acknowledgment. Footnotes or endnotes may be used, in this case. All notes should be indicated by sequential Arabic numerals, superscripted at the end of a full sentence or at a critical point in a sentence if multiple notes might be necessary in a sentence. Footnotes or endnotes are to be used **only** for substantive observations and not for purposes of citation. *Use them sparingly, if at all*. If a citation is given within a note, follow the rules for parenthetical citations.

3. SPECIAL CASES: There are many other reference sources, such as encyclopedias, *Festschrifts,* documents, etc.--each requiring a different citation format for each of the methods described above. Please refer to Turabian or *The Chicago Manual* for proper format if you use these.

List of References: All cited material (and only cited material) should appear in a separate section at the end of the paper.
- Instead of a bibliography, this method uses a "list of references," which is located, like the bibliography, at the very end of the paper. Use "List of References" as the heading for this page.
- In reference listings, the first line of an entry should be flush with the left margin and succeeding lines should be indented 5 characters.
- Single-spacing is used within an entry, but double-spacing is used between entries.
- In this method, book, journal, periodical and newspaper titles are either *italicized* or <u>underlined</u>. The titles of articles, dissertations and unpublished papers are *not* italicized or underlined, *nor* are they enclosed in quotation marks.
- Titles of journals, periodicals, and newspapers *Are Capitalized in Headline Style*. All other titles are simply capitalized in a sentence style.
- List the bibliographic references in alphabetical order by authors' last names; include the first names and middle initials for all authors when available. List two or more entries by the same author(s) in order of the year of publication.
- Once an author's name is listed, it is not repeated. Instead, use an eight character line in place of the name.
- If cited material is not yet published but has been accepted for publication, use "Forthcoming" in place of the date and give the journal or publisher. For dissertations and unpublished papers, cite the date, and institution or conference, and the place the paper/dissertation was presented. If no date is available use "n.d." in place of the date.

- If two or more cited works are by the same author(s) within the same year, list them in alphabetical order by title, and distinguish them by adding letters a,b,c, etc. to the year (or to "Forthcoming").
- For works by more than one author, only the first author's name is inverted (e.g., Stolzenberg, Ross M., Mary Blair-Loy, and Linda J. Waite 1995). List all authors on every publication. "Et al" is not acceptable in the reference list.

Sample List of Reference Entries:

Books:

Bureau of Census. 1910. *Religious bodies*: 1906. Vols. 1-2. Washington, DC: Government Printing Office.

Drucker, Peter. 2006. *Managing the Nonprofit*. New York: Harper Business.

Rochford, E. Burke Jr. 1985. *Hare Krishna in America*. New Brunswick: Rutgers University Press.

Smith, Christian, ed. 1996. *Disruptive religion: The force of faith in social movement activism*. New York: Routledge University Press.

Articles, multiple citations, book chapters, and forthcoming:

Brenner, Philip S. 2014. Testing the Veracity of Self-Reported Religious Practice in the Muslim World. *Social Forces* 93 (3)(March): 1009-37.
_____. 2011. Exceptional Behavior or Exceptional Identity? Overreporting of Church Attendance in the U.S. *Public Opinion Quarterly* 75: 19-41.

Miller, Alan S., and John P. Hoffmann. Forthcoming. The growing divisiveness: Culture wars or a war of words? *Social Forces*.

Conference Presentations, dissertations, and unpublished manuscripts:

Phillips, Rick. 1999a. Denominational mandates vs. congregational realities: The case of missionary work in an LDS ward. Paper presented at the annual meeting of the Association for the Sociology of Religion, August 5-7, Chicago, IL.

_____. 1999b. Saints in "Zion," saints in "Babylon": Mormonism, pluralism and the transformation of

subcultural vitality in the United States. Ph.D. dissertation, Department of Sociology, Rutgers University, New Brunswick, NJ.

_____. n.d. The transformation of subcultural vitality in the United States, 1776-2000. Department of Sociology, Rutgers University, New Brunswick, NJ. Unpublished manuscript.

Machine Readable Data Files:

Center for Political Studies. 1995. American national election studies, 1948-1994. [MRDF and codebooks]. Ann Arbor: Institute for Social Research [producer]. Interuniversity Consortium for Political and Social Research [distributor].

Basic Forms for Citing Electronic Sources in a Bibliography

Use this style of formatting with the Notes and Bibliography method described above. The Bibliography format only is illustrated here; apply standard rules for Notes using this basic information.

A web page

Author(s). "Name of Page." Date of Posting/Revision.
<electronic address>. [date of access].

N.B. It is necessary to list your date of access because web postings are often updated, and information available at one date may no longer be available later. Be sure to include the complete address for the site.

Sample:

Daly, Bill. Writing Argumentative Essays. 1997.
<http://www.eslplanet.com/teachertools/argueweb/frntpage.htm>. [accessed June 14, 2000]

An article in an online journal or magazine

Author(s). "Title of Article." Title of Journal Volume, number
(Year): Pages/Paragraphs(if available). <electronic
address>. [date of access]

N.B. Some electronic journals and magazines provide paragraph or page numbers; include them if available.

Sample:

Inada, Kenneth. "A Buddhist Response to the Nature of Human
Rights." *Journal of Buddhist Ethics* 2 (1995): 9 pars.
<http://jbe.la.psu.edu/>. [accessed June 26, 1998]

E-mail

Author. "Title of the message (if any)" E-mail to the author. Date of the message.

N.B. This same format may be used for personal interviews or personal letters. These do not have titles, and the description should be appropriate. Instead of "Email to John Smith," you would have "Personal interview."

Sample:

Tilton, Martin. "Re: Meeting Agenda for Friday." E-mail to Norit Berman. June 18, 2013.

A listserv posting

Author. "Title of Posting." Online posting. Date when material was posted (for example: March 14, 1998). Name of listserv. <electronic address for retrieval>. [date of access]

Sample:

Lin, Michael. "Compressing Online Graphics." Online posting. April 27, 2002. MacWeb. <http://www.graphica.com/intro.html>. [accessed August 26, 2003]

An electronic database (such as NewsBank, Ethnic NewsWatch, or Broadcast News)

Author. "Title of Article." Relevant information for the database. <electronic address for retrieval>. [date of access]

N.B. Provide the bibliographic data for the original source as for any other of its genre, then add the name of the database along with relevant retrieval data (such as version number and/or transcript or abstract number).

Information on CD-ROM

The CIA World Factbook. CD-ROM. Minneapolis: Quanta, 1992.

Article in a reference database

"Fresco." Britannica Online. Vers. 97.1.1. Mar. 1997. Encyclopedia Britannica. <http://www.eb.com/180>. [accessed March 30, 1998]

OTHER GUIDELINES

1. Periods and commas are *always* placed *inside* quotation marks. E.g.,
   - Ordinarily, such beliefs would be considered "subjective."
   - "You may not realize this," he said, "but these are very old."

2. Words from another language not commonly used in English are either underlined or set in italic.

3. QUOTATIONS

Use quotations sparingly and keep them brief. A paper consisting of multiple quotations is not graduate-level work. Generally, use longer quotations only when the point made requires it.

Quotations of four lines or less should be blended into the text and set apart only with quotation marks. Quotations of more than four lines should be single spaced, indented four characters from the left margin, and *not* enclosed in quotation marks. In both cases, the superscripted footnote number should be placed immediately at the end of the quotation. This longer quotation is called a "block quotation."

5. TABLES: If you use tables, they should be numbered consecutively. Each table must have a descriptive title, and all rows and columns must be defined. Place general notes on the table at the bottom as "Notes:" and use a, b, c, etc. to indicate multiple notes on the table. Use asterisks *, **, and/or *** to indicate significance levels at the $p < .05$, $p < .01$, and $p < .001$ levels, respectively, and always specify one or two tailed significance tests.

6. FIGURES: If you use figures, they should be numbered consecutively throughout.

7. INCLUSIVE LANGUAGE: Inclusive language is encouraged when the writing is the student's own. In general, do not use the terms "man" or "mankind" for human beings; use instead "human beings," "humans," "persons," "people," "individuals," "humanity," "humankind," "men and women," "women and men," "figures," etc.
   - Avoid using the third person singular masculine, unless you are certain that the person referred to is male. Revise a sentence like: "A student must ask questions if *he* expects to learn." to something like: "*Students* must ask questions if *they* expect to learn." or, "A student must ask questions if *s/he* expects to learn."
   -       When a source you quote uses exclusive language, you may quote it as it appears, or substitute bracketed words, e.g., [humanity]--unless to do so would, in the judgment of the student, defeat the purpose of the quotation or violate the integrity of the student.