

## GUIDELINES FOR POSITION PAPERS

### Format

- Use MLA style. If you don't have a style book you may find help at <http://owl.english.purdue.edu/owl/resource/557/01/> .
- Typed, double-spaced, size 12 standard font (please choose from Times New Roman, Garamond, or Helvetica) in Microsoft Word for electronic submission.
- One-inch margins, flush-right header with last name and page number.
- Proper heading in the upper left corner (see Example Format below).

### Organization and Structure

- You must have a solid introduction and thesis developed throughout the paper. Each topic (sub point) you develop from your thesis will have its own heading or paragraph.
- Methods of organization may vary. Some students may follow a theme chronologically throughout, while others may use topical subsections to develop their thesis.
- The content of the body paragraphs should demonstrate how the thesis is true.
- Be sure each sub point is covered and that there is a natural flow and progression through these sub points.
- All words not in English must be either underlined or in Italics.

### Quotations

- Any quotations used include a page number, either at the end of the sentence or in a footnote; quotes from the Web will not have a page number. Be sure to include the Web site on your bibliography page.
- Any time four words or more come directly from a reading, they must be placed in quotation marks and cited.
- When following an author's ideas closely, include the chapter number in the paragraph or provide pages at the end of the paragraph.
- Use block quotation format when three or more lines are quoted, and a footnote at the end of the block quote. Block quotes do not require quotation marks.
- When citing a source the first time, use the full name of the source, such as "According to Millard Erickson." Thereafter, use their last name.
- When citing scripture, use the form "Matthew 8:11."

### Bibliography

- Every work that you quote must be listed on this page at the end of your paper.
- Book titles must be either underlined or in Italics.
- Chapter titles belong in quotes.

### Footnotes

- If you chose to use them, be exact with your spacing, punctuation, etc. Do not indent footnotes; they must align with the left margin.
- Using Word, the menu is Insert, Reference, Footnote. Word automatically numbers.
- Footnotes can be used to make statements that are tangent to the main body of the paper, but are insightful.

- Footnotes are used when an idea or words of another are used in the paper. Cite all ideas which are derived from research. When using exact words from a source, use quotation marks and footnote them.

### **Sources**

- The paper should be the emerging leader's own statement of theological position and should not plagiarize.
- Your sources should integrate and interact with your analysis, demonstrating synthesis and evaluation—not simple restatement.

### **Grading**

- Be sure to review the attached grading rubric while you write. Be sure to read the paper description thoroughly. Using the rubric, grade your work with it as an additional proofread.

### **Example Format on Next Page**

Jane Doe  
Sanctification Position Paper  
August 10, 20

## **Table of Contents**

### **Outline**

#### **Christ our Sanctifier**

This is the first sentence of a great paper that is double spaced and written in many drafts so that Jane carefully articulates her position on sanctification . . . .

This is the first main point  
[SECOND PAGE]

. . . the essay continues . . . . Note that the header is flush right at the top of the page . . . just like on the first page . . . .

Doe 2

[LAST PAGE]

Doe 30

### **Bibliography**

Last name, First name. Title of Book. Place of Publication: Publisher, Year of Publication.

## General Features of Good Writing

Styles, forms, audiences, and purposes of writing obviously differ from subject to subject; however, there are some general features that good writing holds in common. (Taken from *The Elements of Teaching Writing*, “What is Good Writing?” by Gottschalk and Hjortshoj):

- The organization and flow of the writing sustains continuous reading from a point of departure, in a clear direction, toward a destination. The writing supports this continuous, directed movement, and does not let you down with disconnections, unexpected turns, or loops that force you to read back over previous sections.
- The writing is “voiced.” As a reader, you sense the presence of a writer writing, addressing you, taking responsibility for your understanding, and in effect, ushering you through the text. This sense of voice does not rely on first-and second-person address (“I” or “you”), but the writer often uses cues and transitions to maintain and direct attention.
- While this voice is typically a dispassionate voice of reason and explanation (not chatty or personal), the writer is also relaxed and engaged with the subject—not excessively formal or detached. The author is writing with a pleasing combination of authority and composure.
- The author uses this authority and composure to make difficult subjects easier for you (the reader) to understand, not to demonstrate the complexity and difficulty of his/her knowledge (a common mistake among student writers and scholars).