

## WOODS CHECKLIST FOR RESEARCH PAPERS

<b>Formatting</b>	
1.	The Title Page is <i>identical in all respects</i> to the sample (1.7).
2.	Title page, table of contents, first page of text, and bibliography all start 2" from the top (1.11).
3.	The title is on the first page of text is in CAPITALS and is centered.
4.	On all other pages top, bottom, and side margins are 1" from the edge of the paper.
5.	Text is justified left, not full justified.
6.	Font is to be Times New Roman 12 point.
7.	No underlining is permitted.
8.	<i>Emphasis</i> and foreign words, including <i>Latin</i> , <i>Greek</i> , and <i>Hebrew</i> , are <i>italicized</i> .
9.	Spell out one-to-ten and use numerals (11-999,999) thereafter (SCS format).
10.	Students are encouraged to have an editor check grammar.
11.	Page numbers are lower center. Title page is counted but not numbered (1.7).
<b>Sub Titles</b>	
12.	Sub-titles are centered, <i>italicized</i> , with only first letters of words capitalized.
13.	Sub-sub-titles are centered, not italicized, with only first letters of words capitalized.
<b>Quotations</b>	
14.	Usually a shorter quotation is preferred over a longer quotation.
15.	Usually a summary or paraphrase is better than a quotation.
16.	<i>All</i> ideas you have gleaned from books and other sources must be footnoted (5.2).
17.	You must block quote, single space, and indent if you have five or more lines of text (5.4). Shorter block quotes are permitted (SCS format supercedes Turabian format).
18.	Bible quotations are noted in the text in abbreviated form along with the translation: Paul writes, "Now we who are strong ought to bear the weaknesses of those without strength and not just please ourselves" (1 Cor. 15:1 NASV). Do not italicize books of the Bible. Use arabic numerals (1,2,3).
<b>Footnotes (8.2)</b>	
19.	Footnote line is 2" long. Font is either 10 or 12. (10 is Microsoft default)
20.	First line of footnote text is indented ½" with all other lines starting at margin.
21.	First footnote of each source is comprised of the following: <i>Note punctuation!</i> (8.34). <sup>1</sup> Author's first and last name, <i>Title</i> (City, ST: Publisher, year), page.
22.	Additional footnotes are comprised of author's last name, page.
23.	Ibid. is used when referring to same work as the previous footnote. Note that "Ibid." is capitalized, not italicized, and followed by a period (8.85).
24.	Footnotes are single-spaced within the footnote and double-spaced between footnotes (8.25).
25.	Book titles and journal titles are in <i>italics</i> .
26.	Footnote numbers are to be superscript (8.7).
27.	Do not use p. or pp. to refer to pages, simply state the page number.
<b>Paragraphs</b>	
28.	First lines of all paragraphs are indented ½".
29.	Each paragraph is to have only one main topic as expressed by the first sentence.
30.	Research paper/chapters must have an introduction and a conclusion/application.
<b>Charts</b>	
31.	Include at least one chart, illustration, or graphical organizer in the appendix of a paper.
<b>Internet and Print Sources</b>	
32.	Use at least one scholarly print and one electronic journal source for each chapter using the library databases.
<b>Other Instructions</b>	
33.	Use "the writer" instead of "I" or "me" or "my."
34.	Use "one" instead of "you."
34.	Binding: One staple in upper left. Do not place in any type of notebook. Do not punch holes.