

Logos Christian College

Guidelines for Research Papers



1. Depending on the class, topic or Instructor, Research Papers can vary from 5-10 pages in length (not including cover page, endnotes and bibliography). All papers are to be typed and double-spaced. Securely staple all of your pages together. **Make personal copies for your protection! Email attachments are preferred.**
2. **Cover Page**
 - a. Upper left hand corner
 - "Name of School or Extension"**
 - "Name of Class"**
 - "Name of Instructor"**
 - "Term (winter, spring, summer, fall) and Year"**
 - b. Upper right hand corner: **Your name**
 - c. Centered on page
 - Research Paper**
 - (2 spaces)**
 - Title or Subject of Paper**
3. **Format:** The second page starts the Research Paper's content
 - a. First sentence of first paragraph on first page begins 3 inches from top of page.
 - b. All paragraphs are to be indented 5-7 spaces.
 - c. Left hand margin 1 1/2 inches, right hand margin 1 inch, top margin 1 inch and bottom margin inch.
 - d. Pages are to be number beginning with page 2. The first page of the reflection paper (not the cover page) is page #1 and is not to be numbered)
4. **Content**
 - a. Research means that you have undertaken to study and report on a subject. Each instructor may have their own guidelines in terms of sources but minimum guidelines require 5 sources beyond class texts and the Bible.
 - b. The student will pick a topic approved by the instructor or syllabus.
 - c. The student will treat the subject in a focused manner to insure thorough coverage of the subject.
 - d. The Research Paper is a combination of Review and Reflection with exposition that communicates critical thinking beyond the obvious.
 - e. Where a reference is made it must be accompanied by an endnote number corresponding to the endnote page at the rear of the paper.
 - f. The student may choose to quote a source in the body of the paper but must give appropriate reference to Author, Title of Work, Page number in parenthesis following the quote.
 - g. A bibliography must accompany your Research Paper. The Bibliography must follow standard bibliographic style and is to be at the back of your paper.
 - h. The Introduction of your paper will state your thesis and relevant main points that you will be addressing in the body of the paper.
 - i. The Body of your paper will review the topic in light of the literature that you have used in your research.
 - j. The Conclusion of your paper will summarize the Introduction and Body while making conclusions regarding how you now understand your topic and the potential areas that can be explored for further study and understanding of that topic.
5. **Layout of the Paper**
 - a. Cover Page

- b. Body
- c. Endnote page
- d. Bibliography