

Bible Baptist Theological Seminary **Term Paper Guidelines**

The following guidelines should be followed by *EBTS* students as you write your term papers:

1. Use the third person (“this author”) rather than the first person (“I”).
2. Use the active voice in which the subject does the acting (“he hit the ball”) rather than the passive voice in which the subject is being acted upon (“the ball was hit by him”).
3. Use footnotes rather than endnotes. Note the examples on the following pages.
4. Italicize (don’t underline) foreign words.
5. Your paper should have a definite introduction, body, and conclusion.
 - a. The **introduction** to your paper should be 1-2 paragraphs that clearly introduce your topic.
 - b. The **body** of your paper should clearly and logically deal with your specific topic.
 - c. The **conclusion** to your paper should be a 1-2 paragraph summary that summarizes what you have already said. *Do not introduce new material in your conclusion.*
6. Your bibliography should include all of those works that you have referenced. Please do not include your Bible in your bibliography page.
7. Unless your teacher has granted you permission, stay within the length parameters for the paper. Writing forces you to clearly articulate your thoughts; condensing your material forces you to prioritize your thoughts.
8. Please double-space and justify the text on *both* right and left margins.
9. Quotations longer than 3 lines should be indented and single-spaced. Do not use quotation marks for these quotes.
10. Your title page and bibliography page should look like the examples in pertinent guides..