

DUKE DIVINITY SCHOOL

COURSE OF STUDY WRITING GUIDELINES

* These guidelines are a simplified version of what is taught in a general English class on writing for research purposes. Citation rules follow Turabian style formatting. COS instructors expect all students to follow these formatting rules, though instructors may modify them at their own discretion.

1. **Plagiarism:** Plagiarism is academic cheating and may take the following forms: copying someone's work, having someone write your paper for you, and using resources without properly citing them. You are responsible for doing your own work and properly attributing ideas to others. Proper quotation and citation help ensure that you do not accidentally plagiarize the sources you use (and, they help you find that phrase or idea in the book when you need it later!). We must remind you that detection of plagiarism will subject you to the Course of Study disciplinary process. Instructors have discretion over the consequences of plagiarism cases within their course.
2. **Ask for Help:** If you have questions or need help, please ask. It is always better to ask for help *before* an assignment is due so that you can turn in an honest and solid piece of work. Course instructors are here to help you succeed, as much as it is within their power to do so.
3. **Essay format:**
 - a. All papers must be written in essay form with complete sentences, paragraphs, and organization of ideas. Outlines, lists, and bullet points are important for organizing and the writing process, but will not be accepted as completed papers.
 - b. Each essay needs a thesis, or argument statement, in the paper introduction. The thesis is used throughout the body of the paper to tie together points. Each point should support or complicate the thesis. ***A thesis does not have to be controversial or opinionated; rather it tells the reader the main issues the paper will discuss and how they will be explained. A strong thesis is direct and demonstrates analysis of key issues. *** **Examples:**
 - i. **Weak thesis (very little analysis):** Calvin and Luther have different views on the Eucharist. This paper will explore those differences.
 - ii. **Weak (no argument; explains organization of paper only):** This paper will first discuss Luther's view of Christ's bodily presence in the Eucharist, and then it will discuss Calvin's view of real spiritual presence in the Eucharist.
 - iii. **Strong (organized, direct, strong analysis of key issues):** Though Calvin and Luther disagreed on the nature of the Eucharist, they both explained the Eucharist as a sacrament of Christ's presence. However, Luther defended the real presence of Christ with descriptions of Christ's resurrected body in "a divine, heavenly mode," while Calvin emphasized

the church as participating in the Body of Christ and Christ's "real spiritual presence."

- c. Paragraphs should each focus on one significant point that, together with your other points, supports your larger thesis in a connected and coherent manner. While paragraphs generally run between 3 and 7 sentences, they can be longer, depending on the complexity of the ideas being discussed, and you may need several paragraphs to discuss a single point fully.
- d. Font: Use 12 point, Times New Roman font or similarly sized font. Generally, avoid boldface type, except for headings and sub-headings. Titles of books should appear in italics.
- e. Paper should be double-spaced with 1-inch margins on all sides. Include your last name and page number in the header of each page, right justified; do not use large header or footers that take up space.

4. Practical Guidelines for Organizing the Paper:

- a. Develop a *preliminary* thesis statement (main argument) before you begin writing (you may well change your thesis in the process of writing your paper. This is not unusual, but it will demand some rewriting when you revise your work).
- b. Using an outline can keep you organized and provide a sense of direction. Outline points that support your thesis; include the key ideas and key quotes from any book you may be using as a resource. Below is a general outline for essay writing:
 - I. Introduction (1 paragraph)
 - a. Sentence(s) introducing paper topic
 - b. Thesis (1-2 sentences)
 - c. Roadmap (short summary of points supporting thesis)
 - II. Body
 - a. Point #1 to support thesis
 - b. Point #2 to support thesis (builds on point #1)
 - c. Point #3 to support thesis (builds on pts. #1 & #2)
 - III. Conclusion (1 paragraph)
 - a. Summarize and connect essential points and revisit thesis
 - b. Exiting sentence(s): (relevance of topic, questions for further study, etc.)

5. Editing:

- a. Make sure your paper fulfills all requirements of the assignment.
- b. Check for spelling and grammar mistakes. Review length and organization of paragraphs. Use the spell-check tool, but do not trust it to catch every mistake.
- c. Check your thesis statement. Is it too descriptive? Does it match the argument you provided in the body of the paper? Did you make a stronger argument in your conclusion? Revise your thesis statement as necessary.
- d. Check your use of sources in relation to your argument. Make sure there are no gaps between points and your language is clear. Are your points supported with examples and/or key ideas from the sources? Does this paper show that you understood the sources and used them carefully? Did you properly reference quotes, ideas and examples?

6. Quotation format:

- a. All quotations should be placed in “quotation marks.” If the quote contains a quotation mark, “the quote within a quote should be placed within ‘single quotation’ marks.” (Note the examples placed in this rule.)
- b. Longer quotations are formatted as block quotes. Block quotes are continuously indented from the left margin the same distance as a paragraph indent. For short papers (5 pages or less), refrain from using block quotes.

In order to use quotes effectively they should be seamlessly woven into your prose and into your argument. Therefore, make sure that each quote fits the grammar of the sentence into which it is inserted (quotes can be used as separate sentences in your paragraphs, but they may then appear as rather isolated statements) and fits the sense of what you are saying.

7. Citation format:

- a. You must cite the author page number of any quote, paraphrase, or idea used from a source, even if you rewrite it in your own words.
- b. Citations belong at the end of the quotation, paraphrase, or example given. All parenthetical citations should be placed *before* the punctuation mark ending the phrase or sentence. All footnote citations should be placed *after* the punctuation/quotation mark.
- c. **Parenthetical citations:** Parenthetical citations include the author’s name and the page number inside parentheses. If citing two sources by the same author, include the title or, if the title is very long, a part of the title. If citing same source back to back, include author/title in first citation only and then only the page number in subsequent citations. Examples: (Arias 12), (Nelson, *Borderland Churches*, 100-104), or (15).
- d. **Footnote citations:** Use 10-point font for footnotes. Indent the first line of the footnote only. List authors by first name then last name. Italicize all book titles and journal or magazine names. Essay titles and journal article titles should be placed in quotation marks. Place publication information inside parentheses. Place page number at the end, followed by a period. If using a website, place web address at end, followed by the access date in parentheses. **Pay close attention to placement of information and use of indent, punctuation, and italics.**
 - i. **First citation of source:** The first time a source is cited in your paper, use the long version of citation and include as much information as you can about: author, full title of piece, location of piece (journal, edited volume, website, etc.), where and when it was published/accessed, and cited page number. **Examples: #1 book, #2 essay/chapter in an edited book, #3 article in online journal**

¹ Mortimer Arias, *Announcing the Reign of God* (Lima, OH: Academic Renewal Press, 1984), 45.

² George R. Hunsberger, “Is There A Biblical Warrant for Evangelism?,” *The Study of Evangelism*, ed. Paul W. Chilcote and Lacey C. Warner (Grand Rapids, MI: Eerdmans, 2008), 61.

³ Chris Hoke, “Advent and Teddy,” *The Other Journal* 19.5 (2011): pg 224-278
<http://theotherjournal.com/2011/12/15/advent-and-teddy/> (accessed February 17, 2012).

- ii. Subsequent citation of source:** Subsequent citations need only the author last name and page number (and phrase of title, if using more than two sources by same author). If citing same source as previous citation, use *Ibid.* in place of name/title. **Examples:**

⁴. Arias, 65.

⁵. Hunsberger, "Biblical Warrant," 67.

⁶. *Ibid.*, 72.

- e. Bible citations** should look like this: John 20:20 (NIV) or (John 20:20 NIV). Bible citations are always *parenthetical* citations, even in a paper using footnotes.
- f. Choose one citation style to use throughout the whole paper.** Papers should follow only one citation style, unless student has advanced knowledge about citations and knows how to use both together well. Parenthetical citation is the best choice for a paper using very few or only one resource. Footnote citations are best when paper uses many resources, or needs to add comments or extra information with citations.

8. Bibliography/Works Cited format (Turabian Style):

- a.** Instructors may require a Bibliography, or Works Cited list, at the end of your essay paper. Start the bibliography at the top of a new page and title the page **Bibliography** or **Works Cited**. List all sources used within the essay, using the same information one would place in a footnote. If citing a chapter or article, include all page numbers at the end of the citation.
- b.** Formatting of a Bibliography is different from footnote formatting. Do not indent first line of information, but do indent all subsequent lines. List authors by last name then first name. Italicize all book titles and journal or magazine names. Essay titles and journal article titles should be placed in quotation marks. If using multiple sources from one author, list author's name with first source and then use a long underline mark for all other sources from that author. Do not use parentheses for publication information. If using website, place address at end, followed by access date in parentheses. **Pay close attention to the placement of information and use of indent, punctuation, and italics. Example:**

Works Cited

Arias, Mortimer. *Announcing the Reign of God: Evangelization and the Subversive Memory of Jesus*. Lima, OH: Academic Renewal Press, 1984.

Hoke, Chris, "Advent and Teddy." *The Other Journal* 19.5 (2011): pg 224-278
<http://theotherjournal.com/2011/12/15/advent-and-teddy/> (accessed February 17, 2012).

Hunsberger, George R. "Is There a Biblical Warrant for Evangelism?" In *The Study of Evangelism: Exploring a Missional Practice of the Church*, edited by Paul W. Chilcote and Lacey C. Warner, 59-72 Grand Rapids, MI: Eerdmans, 2008.

_____. *Bearing the Witness of the Spirit: Lesslie Newbigin's Theology of Cultural Plurality*. Grand Rapids, MI: Eerdmans, 1998.

Wesley, John. "The Danger of Riches." In *The Sermons of John Wesley*, edited by Thomas Jackson. Global Ministries of the United Methodist Church. <http://new.gbgm-umc.org/umhistory/wesley/sermons/87/> (accessed February 17, 2012).