



LIFE CHRISTIAN UNIVERSITY

RESEARCH PAPER GUIDELINES

Writing is a vital part of any college experience. Writing a college paper encourages you to gather thoughts from other sources (including references from Scripture), formulate your own conclusions, and then express them in a logical and cohesive manner.

There are two parts to writing a college paper: what to write *and* how to properly format the finished paper. These *Research Paper Guidelines* will help you with researching and writing your papers. They cover choosing a topic, doing research, writing a paper, avoiding plagiarism, and the LCU Grading Guidelines. They will also guide you in using a Microsoft Word template that is available online to help with formatting your paper.

To begin, download the Microsoft Word template from the LCU website. Go to www.lcus.edu. Log in as a student, then choose “LCU Document Master.” Look under “Student Forms, Documents & Publications” for the tab called “For Your Coursework & Papers.” Download the *Research Paper Template*, which is a .doc file.

Your paper should look like the following pages. You should use 12-point Times or Times New Roman typeface, double-spaced. It should be printed on only one side of the paper.

LCU has a specific format for your title page and table of contents page, as well as the introduction, the body of the paper, the conclusion, and the bibliography. The following page shows the LCU format for a title page. Using the template you just downloaded, personalize it by simply highlighting the words on each line and over-typing them with your own information. Continue this process to format the rest of your paper with the help of the *Research Paper Template*.

It is very important to follow the instructions for downloading the template off of the LCU website at www.lcus.edu. It is already formatted to make writing papers easier. All you have to do is highlight what you want to change and start typing your information.

Make sure that the title of your paper is in all caps.

OVER TYPE THIS WITH YOUR TITLE

Your cover page should look exactly like the template, except with your own words.

By:

Over type this with your name

Over type this with your course title

Over type this with the name of your school

Type today's date here

RESEARCH PAPER AFFIDAVIT

This affidavit, completed and signed, must accompany EVERY research paper you turn in.
PLACE IT IMMEDIATELY AFTER YOUR TITLE PAGE.

*A completed and signed
Research Paper Affidavit
must follow the cover page.*

PREVENTING PLAGIARISM CHECKLIST

1. Did you quote, copy, or copy/paste any information from either printed material or from the Internet?

Yes No

2. If yes, does the total of all copied information make up more than 20% of your paper?

Yes No

If yes, *you must rewrite your paper* and paraphrase the additional quoted material using your own original sentence structure and words.

PROPER DOCUMENTATION OF QUOTED MATERIAL:

3. Did you enclose all quoted, copied, or copy/pasted information in quotation marks?

Yes No

4. Did you give proper credit to the author(s) as shown in your Research Paper Guidelines?

Yes No

5. Did you list the source(s) of all copied information in your bibliography?

Yes No

NOTE: If you answered “No” to Questions 3, 4, or 5, *you must rewrite your paper*, being sure to enclose all quoted or copied information in quotation marks, give proper credit to the author(s), and list the source(s) in your bibliography.

I understand it is very easy for my instructor to check this paper for plagiarism.

I HEREBY CONFIRM THAT THIS PAPER IS NOT PLAGIARIZED*.

STUDENT SIGNATURE: _____ DATE: _____

PRINT NAME: _____

COURSE TITLE: _____

* Stiff penalties exist for plagiarism. See your Student Handbook. Repeat offenders will be subject to dismissal.

If you have a subtopic or subtopics, please follow the example below. You can delete any subtopics in the template that you do not need. It's your choice of how many subtopics you use.

Make sure your table of contents matches the template exactly.

When you create the table of contents, just type over the contents that are already there. Delete what you don't need. Only capitalize the main words and not the smaller ones.

TABLE OF CONTENTS

INTRODUCTION..... 1

I. Over type this with your First Main Topic..... 1

 Over type this with a Subtopic, if you have one 1

II. Over type this with your Second Main Topic 2

 Over type this with a Subtopic, if you have one 2

III. Over type this with your Third Main Topic 3

 Over type this with a Subtopic, if you have one 3

IV. Over type this with your Fourth Main Topic, if you have one..... 4

V. Over type this with your Fifth Main Topic, if you have one..... 5

VI. Over type this with your Sixth Main Topic, if you have one..... 6

CONCLUSION 6

BIBLIOGRAPHY 9

NOTE: A table of contents is optional on a 6-page paper but required for a 12-page paper.

Make sure you change the page numbers ***after*** you have finished your paper to be sure nothing moved to a different page.
 NOTE: More than one of your main topics or subtopics might be on the same page.

In the research paper template itself, you will notice that the *title* and *main topics* are in all caps. All you have to do is **highlight** these then type your information over it and it will stay in all caps.

The title here must match the cover page exactly.

OVER TYPE THIS WITH YOUR TITLE

Make sure every paragraph is indented.

INTRODUCTION

Think of a paper like writing a sermon. Your **introduction** “tells us what you are going to tell us,” the **main topics** “tell us” and the **conclusion** “tells us what you told us.”

Over type this with your introduction and thesis statement. Your introduction should catch your reader’s attention. Carefully compose your thesis statement, which is a sentence or two that summarizes the main point of your paper, telling the reader what you have learned and giving an overview of your position.

I. OVER TYPE THIS WITH YOUR FIRST MAIN TOPIC

Over type this with what you want to say about your first main topic.

Over Type This with a Subtopic if You Have One

Over type this with what you want to say about your first subtopic.

II. OVER TYPE THIS WITH YOUR SECOND MAIN TOPIC

Over type this with what you want to say about your second main topic.

Over Type This with a Subtopic if You Have One

Over type this with what you want to say about your next subtopic.

III. HOW TO CHOOSE A TOPIC

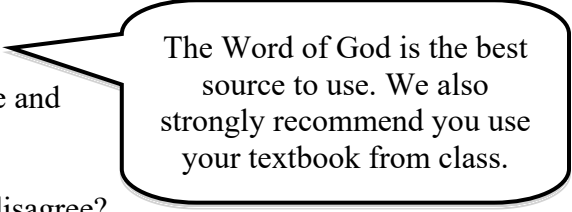
In the Course Assignments section of the course syllabus, it will sometimes list a research paper to be turned in. Please read the directions very carefully as to what the research paper should cover. Your topic should definitely be something that is covered in the course and something that sparks your interest. Spend some quiet time alone with the Holy Spirit and seek His guidance. He will give you a topic to write about! Trust Him!

The number of main topics will depend on you, but the setup will be the same. Each paragraph should represent a main thought. When a new thought is introduced to the reader, make a new paragraph. It is very difficult to read long paragraphs.

How To Begin

Here is a sample format for your research paper:

1. Introduction – This should engage the curiosity of the reader and state your point of view in a thesis statement.
2. What does the Bible say about this topic?
3. What insights have you received from the course and from studying the Scriptures?
4. What do other resources say? Do they agree or disagree?
5. Conclusion – Summarize your research.



The Word of God is the best source to use. We also strongly recommend you use your textbook from class.

How To Research Your Topic

Note that 25% of your grade will be based on the research that you did on your topic: facts that you gathered from your course, your textbook, the Bible, and other reputable published works. Write down most of your findings in your own words – we are interested in your thoughts and insights. Paraphrase and summarize what you have learned. Tell how these truths have impacted your life. Then give your own conclusion and tell why you believe as you do. We encourage you to use Scripture to reinforce your ideas, but it is not acceptable to include extensive Bible passages to make your paper longer. As a rule of thumb, a paper should consist of no more than 20% quotations from Scripture, no more than 20% material quoted from other sources, and no more than 20% personal testimonies or anecdotes.

For help in learning to paraphrase the ideas of others into your own words, see:

<https://owl.english.purdue.edu/owl/resource/563/1/>

<https://owl.english.purdue.edu/owl/resource/563/02/>

<https://owl.english.purdue.edu/owl/resource/563/03/>

Even if you don't quote an author directly but merely summarize his words, you must reference this information. We will cover how to document quoted material within your research paper and in your bibliography a little later.

Be Sure To Make Paragraph Breaks!

It is very difficult to read an entire page of text with no breaks or extremely long paragraphs. Each paragraph should represent a main thought. When a new thought is introduced to the reader, make a new paragraph. The average paragraph should have three to five sentences.

IV. QUOTING FROM OTHERS

Be sure to give credit for anything you quote from someone else. You do this by putting the last name of the author and the page number of the book in parentheses immediately following the quoted material as shown here (Chapman 34). The complete information about the source and author will be in the bibliography at the end of your research paper, which we will discuss later.

Example of how to quote from a book correctly: “According to Paul, the Corinthians believers were loaded with these types of gifts. In fact, they had so many of these gifts in operation that Paul used the word “enriched,” which is from the Greek word *plousios*, which means to *make extremely rich*” (Renner 306). Start the quote with “ and end it with ” then (author page number) and a period (Renner 306).

Proving your Point with Scripture

When writing your paper, don't forget you can turn to the Word of God as a source for your research! Comparing several modern translations can be quite illuminating! This is how the reference after a Bible quote should be formatted. “Charity suffereth long, and is kind; charity envieth not; charity vaunteth not itself, is not puffed up, Doth not behave itself unseemly, seeketh not her own, is not easily provoked, thinketh no evil” (1 Corinthians 13:4,5).

Example how to quote a Bible verse correctly: Start the scripture quote with “ and end it with ” then (reference) and a period (1 Corinthians 12:4-6).

Using Multiple Versions

When quoting Scripture as a source for your research, it is best to pick one version of the Bible as your main source of reference. If another version is used in a quote, then indicate the version in parentheses after the reference (John 1:1 NLT). Details for listing the Bible version(s) you used in the bibliography will be discussed later.

Quoting a verse from another Bible version:

“Dear friends, let us love one another, for love comes from God. Everyone who loves has been born of God and knows God” (1 John 4:7 NIV).

If using different versions of the Bible just note it at the end of the scripture.

Longer Quotations

If you quote more than four lines, then the quote should be indented and set up single-spaced as follows:

Over type this with a longer quote from the Bible or another source. Over type this with a longer quote from the Bible or another source. Over type this with a longer quote from the Bible or another source. Over type this with a longer quote from the Bible or another source. Over type this with a longer quote from the Bible or another source. Over type this with a longer quote from the Bible or another source (Chapman 34).

When you follow the instructions for downloading the writing template off of the LCU website www.lcus.edu you will be able to copy and paste this section into your paper. Then you can highlight the info and start typing your information. This will ensure that you stay within the writing guidelines. Notice that longer quotations are indented and *do not* have quotation marks before or after the quoted material.

Quoting from the Internet

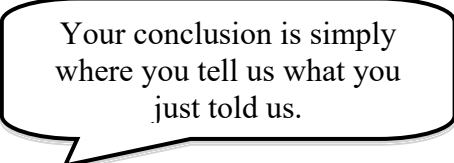
A research paper is a document that provides credible facts and opinions by those who are considered to be established experts in their field of study. *The Scott Foresman Handbook for Writers* warns, “The Web is not a library designed to support research. Online information is

not (like library resources) systematically cataloged, edited, or reviewed. So, you can't treat the Web like a library or assume that information you find there is always reliable" (Hairston, Ruszkiewicz, and Friend 703). The authors further state, "Make it a habit to confirm any statistic, fact, or claim from such a source with information from a second and different type of authority – a published book, an article, a reference work" (707).

If you are using the Internet, use reputable sites such as biblegateway.com or ministries that have a good reputation for sound doctrine. Not all quotes from the Internet are reliable sources of facts and truth and should *not* be used as your only source of research. Wikipedia articles and blogs are generally not regarded as acceptable for scholarly papers. Statistics, etc. should always be confirmed with a second and third opinion from a reputable source.

Here is what the reference for a quote from a reputable source would look like: "Don't let someone else's poor choices hinder you any longer. Shake loose from the burden of unforgiveness, and go after your miracles, your manifestations, your blessings and your abundant life!" (Copeland). Details for listing Internet sources in the bibliography will be discussed later.

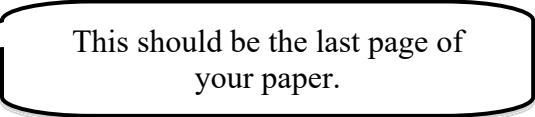
CONCLUSION



Your conclusion is simply where you tell us what you just told us.

You should give a brief summary of the paper, restating why you believe as you do. Do not add any new information at this point, since the conclusion is only a summary of what has already been stated.

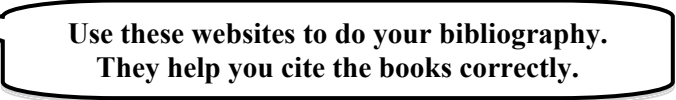
V. HOW TO DO A BIBLIOGRAPHY



This should be the last page of your paper.

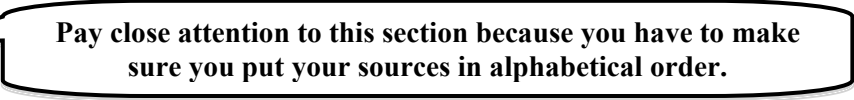
The bibliography should be on a separate sheet of paper and does not count as one of the pages of your research paper. On the sample bibliography page are examples of how to correctly format each type of reference used throughout your paper. Tech-savvy students may use

www.citefast.com to format a bibliography. To match LCU guidelines, you must choose “Chicago” style.



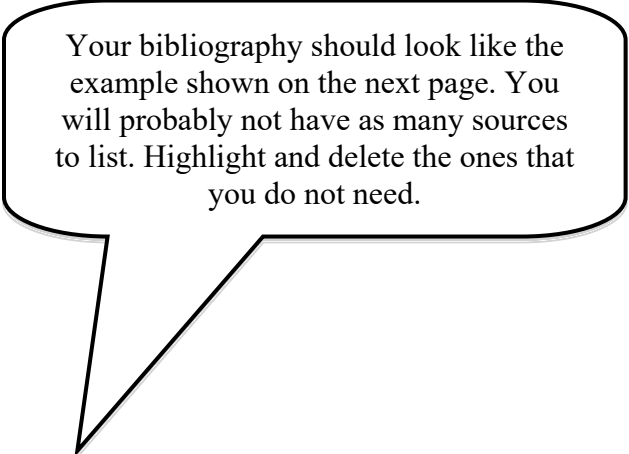
**Use these websites to do your bibliography.
They help you cite the books correctly.**

Once your bibliography has been correctly formatted, then list the sources in alphabetical order by the author’s last name.



Pay close attention to this section because you have to make sure you put your sources in alphabetical order.

NOTE: scriptural references are listed at the end of the bibliography. List your primary version first as shown on the template, then list any other versions used, in alphabetical order. Complete information on copyright and permission to quote for the various versions must be listed. This can be found on the © page of the Bible or under the entry on a webpage such as Biblegateway.com. An exception is made for the *King James Version* of the Bible, which is not copyrighted so does not require permission.



Your bibliography should look like the example shown on the next page. You will probably not have as many sources to list. Highlight and delete the ones that you do not need.

BIBLIOGRAPHY

Chapman, James. *Handbook of Grammar & Composition*. Pensacola, Florida: A Beka Book, 2003.

Copeland, Gloria. "A 3-Step Plan for Total Forgiveness." Kenneth Copeland Ministries, www.kcm.org/real-help/spiritual-growth/apply/a-3-step-plan-total-forgiveness/. Accessed 18 Aug. 2020.

De la Torre, Otto. *Research Paper Guide*. Tampa, Florida: LCU Press, 1987.

Gangel, Kenneth O., and Howard G. Hendricks. *The Christian Educators Handbook on Teaching*. New York, New York: Scripture Press Publications Inc., 1988.

Hairston, Maxine, John Ruskiewicz, and Christy Friend. *The Scott Foresman Handbook for Writers*. 7th ed. Upper Saddle River, New Jersey: Prentice Hall, 2004.

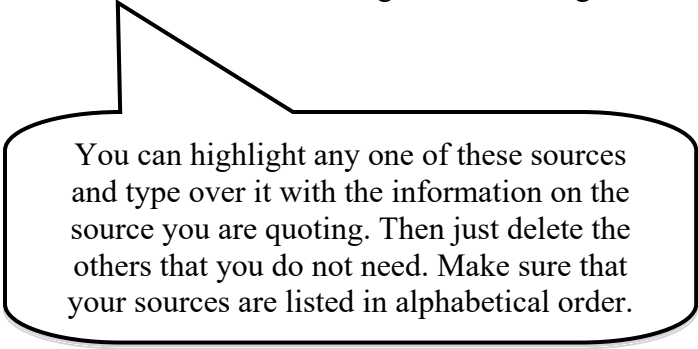
Hudson, Bob, and Shelley Townsend, eds. *A Christian Writer's Manual of Style*. Grand Rapids, Michigan: Zondervan Publishing House, 1988.

"Ten Types of Plagiarism." Plagiarism.org. iParadigms LLC. <http://plagiarism.org/plagiarism-101/types-of-plagiarism/>. Accessed 13 May 2013.

Tolstoy, Leo. "Where Love Is, God Is." *The Book of Virtues: A Treasury of Great Moral Stories*. Ed. William J. Bennett. New York, New York: Simon and Schuster, 1993.

Unless otherwise indicated, all scriptural quotations are from the *King James Version* of the Bible.

Scripture references marked NIV are taken from the HOLY BIBLE, NEW INTERNATIONAL VERSION ®. NIV ®. Copyright © 1973,1978,1984 by the International Bible Society. Used by permission of Zondervan Publishing House. All rights reserved.



You can highlight any one of these sources and type over it with the information on the source you are quoting. Then just delete the others that you do not need. Make sure that your sources are listed in alphabetical order.

Writers become so familiar with what they have written that it is easy for them to skip over mistakes.

Proofread Your Paper

Always proofread your paper before you turn it in! Check for misspelled words, typographical errors, and errors in punctuation. Spell checker is helpful! If you need further help with spelling and grammar, ask someone who has a good command of the English language to proofread your paper for you. We do not consider this cheating.

If it is not possible for someone else to proof your paper, you can put your paper away and proofread it after several days when your mind is clear. It is common for professional writers to proofread their work several times to insure they catch all mistakes.

You can also use [Grammarly.com](https://www.grammarly.com) to help with grammar and punctuation.

Before You Turn Your Paper In...

Since you used the LCU *Research Paper Template*, the following items should be correct.

1. Use a 12-point font, Times or Times New Roman, and be sure your paper is double-spaced.
2. Be sure that you have indented and single-spaced any quotations that are more than 4 lines long.
3. Check your page numbers. Remember the table of contents and bibliography are on separate pages and do not count as pages of your research paper.

Your research paper is a chance to clearly document your own personal thoughts and conclusions on topics.

ADDENDUM ON PLAGIARISM

We all have access to endless information on the Internet. People “borrow” or “copy” things every day and freely put them on their blogs and Facebook pages. Most people no longer see this as an issue. If something is published, it is “out there” and available to copy. Right? However, this “blog-style” thinking is *all wrong* when it gets transferred into the academic world. **So don’t do it!**

WHY IS IT WRONG TO COPY-PASTE IN A RESEARCH PAPER?

Many students plagiarize – and don’t think anything about it. The website “plagiarism.org” states the problem clearly: “In a research paper, you have to come up with your own original ideas while at the same time making reference to work that’s already been done by others. But how can you tell where their ideas end and your own begin? What’s the proper way to integrate sources in your paper? If you change some of what an author said, do you still have to cite that author?”

Basically, your research paper shows that you have assimilated the course’s content. You have received illumination from your lectures, reading, and research. You have integrated these new ideas with things you already knew. Your research paper is a chance to clearly document your own personal thoughts and conclusions on the topic. It should be as original as you are! In this context, plagiarism is a fraudulent act. Not only did you steal someone else’s ideas, you then lied about it, claiming them as your own!

Schools are having to re-educate students about what plagiarism is and how to avoid it. They have also developed systems that can *easily* check to see if sections of a student’s paper have been copy-pasted. The rules on academic honesty have not changed: those caught committing plagiarism are subject to dismissal.

NOTE: Those preparing for ministry should hold themselves to the highest standard possible. Knowingly plagiarizing is lying to the Holy Spirit. How can anyone expect to be placed in ministry by the Lord if they lie to the Holy Spirit?

We are requiring ALL students to visit “plagiarism.org.” Here you will find in-depth answers to such questions as:

What is plagiarism?

How to prevent plagiarism when writing by:

Planning your paper

Taking effective notes

When in doubt, cite sources

Making it clear who said what

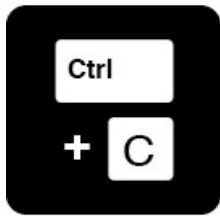
Knowing how to paraphrase

Analyze and evaluate your sources

This is a very important section that you need to pay very close attention to. You have to make sure that you are putting information in your own words or you have to tell who/where you got the info from.

Tutorials are also available on such topics as how to cite sources and how to paraphrase.

Each of the **10 most common types of plagiarism** is shown below, ranked from the most flagrant abuse (“Clone”) to the least (“Re-tweet”).



#1. CLONE

Submitting another's work, word-for-word, as one's own



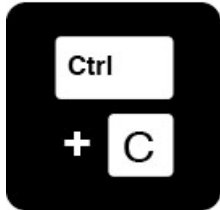
#5. RECYCLE

Borrows generously from the writer's previous work without citation



#8. 404 ERROR

Includes citations to non-existent or inaccurate information about sources



#2. CTRL-C

Contains significant portions of text from a single source without alterations



#6. HYBRID

Combines perfectly cited sources with copied passages without citation



#9. AGGREGATOR

Includes proper citation to sources but the paper contains almost no original work



#3. FIND - REPLACE

Changing key words and phrases but retaining the essential content of the source



#7. MASHUP

Mixes copied material from multiple sources



#10. RE-TWEET

Includes proper citation, but relies too closely on the text's original wording and/or structure



#4. REMIX

Paraphrases from multiple sources, made to fit together

DOWNLOADED FROM:

<http://plagiarism.org/plagiarism-101/types-of-plagiarism/>

Used with permission.

These *Research Paper Guidelines* are not intended to be an exhaustive reference source for your future writing projects, but rather to provide simple guidelines for your research papers.

For help with the mechanics of grammar and composition, as well as suggestions for the writing process, we suggest *The Handbook of Grammar & Composition* by James A. Chapman.

You can order *The Handbook of Grammar & Composition* from www.abeka.com or call 877-223-5226. Used books are also available at amazon.com.

GRADING GUIDELINES*

The following chart shows how points are awarded when grading course papers.

- 30% Content of the paper (What ideas were presented? What conclusions were made?)
- 30% Research (Was the course text read? Was additional research performed? Was this demonstrated through the use of quoted material?)
- 25% Delivery & Style (Were correct spelling, punctuation, grammar, and sentence construction used?)
- 25% Presentation (Were the *Research Paper Guidelines* followed? Was there an introduction? Was there a thesis statement? Were correct in-text references made for quoted works? Was there a conclusion? Was there a bibliography? Was the bibliography correctly formatted?)

* These grading guidelines apply to general course papers for both undergraduate and graduate students. Only portions apply to a Master's thesis or a Doctoral dissertation. Master's Thesis or Dissertation Writing Guidelines and templates are also available on the LCU website.