

Texas Theological University & Seminary

Required Paper Format

There is always confusion when writing papers in any college or university when it comes to the standards of an institution and what they require. It is our desire to set forth guidelines to be used by Texas Theological University & Seminary. These guidelines will be used to eliminate confusion when a student turns in a paper to a professor.

In this hand out you will find the requirements for the three different types of papers the student of TTU&S will turn in. All papers will start with the basic APA format as listed below. This format is required on all papers regardless of size or content.

- White, 8-1/2 by 11-inch paper
- One-inch margins
- Indent first word of each paragraph 1 tab (one-half inch) from left margin
- Indent long quotations/block quotations (those that are more than 4-lines/40 words) 1 tab (one-half inch) from left margin
- Double-space throughout
- TTU's Title page should be done according to Figure 1 below and should be center justified.
- Page numbers: Number all pages, except title page, in the upper right hand corner.
- Times or Times New Roman, 12 point font only. See Figure 1 below.

The diagram illustrates the layout of a title page. It consists of a large rectangular box representing the page. Inside the box, on the left side, are the labels: 'Title:', 'Your name', 'Class', 'Instructor's name', and 'Date'. On the right side, there are horizontal lines representing the input fields for each label. The lines for 'Title:', 'Your name', and 'Date' extend across the width of the box. The lines for 'Class' and 'Instructor's name' are shorter, positioned in the center. To the right of the box, the labels 'Title:', 'Your name', 'Class', 'Instructor's name', and 'Date' are repeated, corresponding to the lines in the box.

Cover Page Figure 1

Synopsis Paper Requirements

The first type of paper to be covered will be the Synopsis Paper. This style of paper is not a research paper. It is a student's ideas or a synopsis on the material assigned.

This paper should not exceed more than 2 pages long (excluding cover page) and formatted according to the guidelines given on page one. In a synopsis there will usually be no cited references because the professor wants your words and your thoughts. If a reference is cited then the "reference" will be added as a footnote.

Stealing My Two Pennies Back From Wal-mart
1

Stealing My Two Pennies Back from Wal-Mart

Wal-Mart has thrived for years and has made billions of dollars. What is the problem with that, you ask? The problem is its poor treatment of its employees: Wal-Mart's notoriously low wages, almost non-existent benefits, and its infestation of small-town America are turning small American towns into small welfare cities.

To appreciate the effects low wages have on employees, it is helpful to understand Wal-Mart's business model. There's no question that Wal-Mart has the low prices consumers want.

However, to keep prices low, the wages that Wal-Mart pays forces many of its employees to rely on public assistance. Minimum wage is the base pay at Wal-Mart, and in order to receive a raise, one must work an average of 38 hours a week for the first year.

The same policies hold true for benefits, medical and dental. In twelve of the fourteen states Wal-Mart has companies; they have the most employees on state-funded assistance and low-wage health care.

This has consequences all the way down the line that affects the labor market at every level of the retail supply chain, pressuring its suppliers for lower prices. These suppliers then have to pay lower wages in the United States or else they have to outsource production, frequently to sweatshops.

full title first page only

double space throughout

Running header and page #

Figure 2: Formatting Synopsis Paper Example

Three to Five Page Paper Requirements

The second type of paper to be covered will be the 3 to 5 Page Paper. This paper is assigned when an idea or topic needs to be expounded on and covered in more depth.

This paper will be no less than 3 pages and no more than 5 pages (excluding cover page, endnotes page, and reference page). It must be formatted according to the guidelines given on page one of this handout.

References:

In a 3 to 5 Page Paper there will usually be 3 to 6 cited references and the professor should give guidelines for those references in the class syllabus. When a reference is cited then the "reference" will be added on a separate page or as a footnote as directed by the professor.

Endnotes:

The reference should be cited in the paper at the point of the quote in the following manner, (McCrate, 2005, p. 28), and may be superscripted if so desired. All references will be listed in alphabetical order and only listed once in the reference page, regardless of the number of times that reference is cited in the text. See Figures 3 & 5 on the following page for additional information.

Endnotes are utilized for the following reasons.

- When the student desire to use only a partial quote.
- When the student desires to reference a quote without breaking the flow of their thoughts.
- When the student desires to expound on the quote but does not want to include that thought in the body of paper because of context or flow.

The Reference Cited will be numbered sequentially and superscripted and that number will match the number in the Endnotes page. Endnotes are not necessarily required in a 3 to 5 Page Paper but are not prohibited either. This will be left up to the professor and/or the student. See figure 3 on the following page.

Footnotes:

There are two types of footnotes for the 3 to 5 page report that may be used at TTUS. They are details below.

- **Content Footnotes:** to offer further information on a topic that is not directly related to the text. As content footnotes should be concise, avoid writing lengthy paragraphs or including extraneous information.
- **Reference Footnotes:** to offer further information on a topic that is not directly related to the text. As content footnotes should be concise, avoid writing lengthy paragraphs or including extraneous information.

Footnotes may be displayed for TTUS in the following manner: Listed at the bottom of the relevant page as content or a reference footnote. **See examples below.**

Example 1 – Content Footnote: “Under the DSHEA, dietary supplements no longer receive approval from the FDA before being marketed unless the supplement contains a new dietary ingredient (DSHEA, 1994).¹” [1]

¹A *new dietary ingredient* is defined as dietary ingredients that were not marketed in the United States in a dietary supplement prior to October 15, 1994.

Example 2 – Reference Footnote: J. K. Nyerere, *Freedom and Unity: A Selection from Writings and Speeches, 1952-65* (Nairobi: Oxford University Press, 1967) p.196.

Running header
& page #

Double space
Throughout

Block
Quotation

Entries on references
correspond to in-text
citations. See figure 4
below

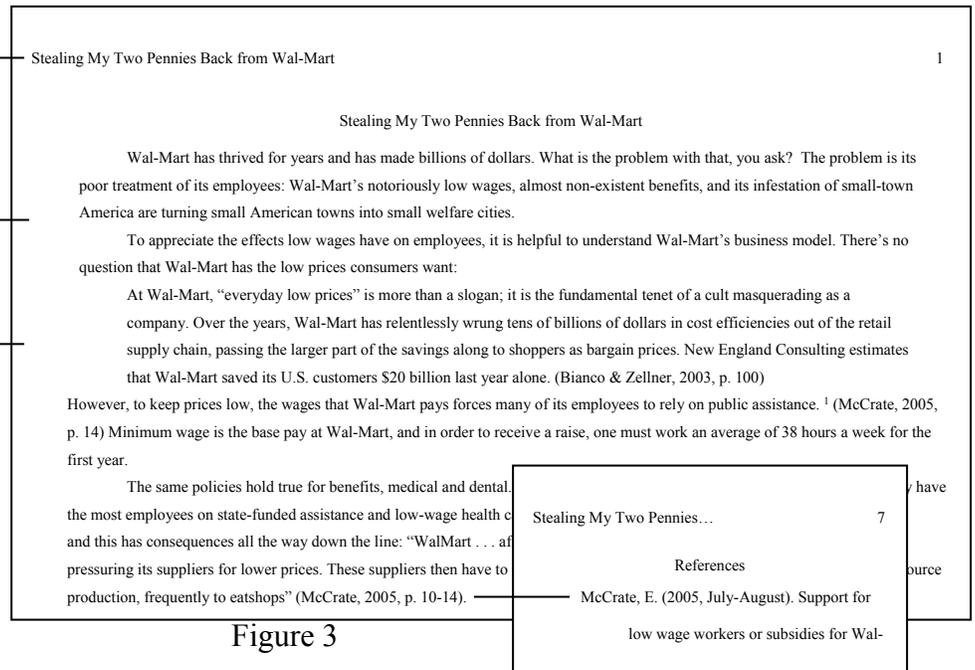


Figure 3

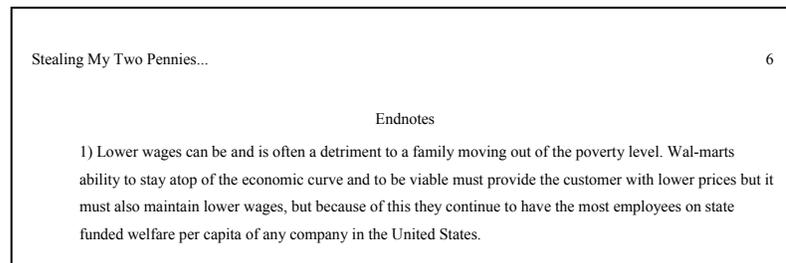


Figure 4

Second
line indent

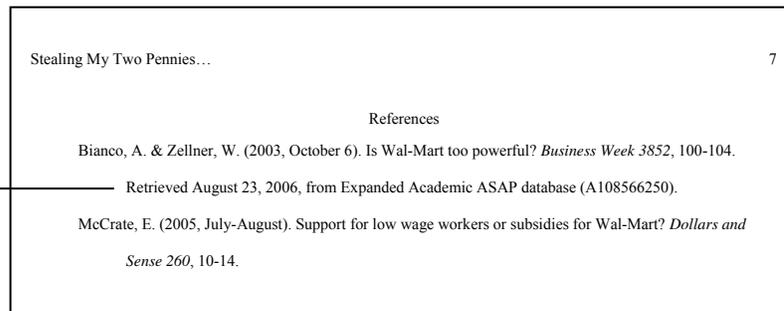


Figure 5

Six Page and Above Requirements

The third type of paper to be covered will be those requiring 6 or more pages, including the Master's Thesis. If the professor feels that more space will be required to cover the subject at hand, this paper will be assigned. All graduate students will be required to complete this type of paper, unless instructed otherwise by the professor.

The number of pages required by the professor for this type of paper, excludes Cover Page, Endnotes Page, and Reference Page. It is to be formatted according to the guidelines given on page one of this handout.

References:

In a 6 or more page paper, there will usually be a minimum of 6 to 10 cited references. The professor should give guidelines for those references in the class syllabus. When a reference is cited then the "reference" will be added on a separate page as an endnote or as a footnote as directed by the professor.

Note: On a 6 page and above paper, footnotes and endnotes do not replace a Bibliography. All papers of this size must include a Bibliography unless the professor directs otherwise.

Endnotes:

The reference should be cited in the paper at the point of the quote in the following manner, (McCrate, 2005, p. 28), and may be superscripted if so desired. All references will be listed in alphabetical order in the Bibliography page, regardless of the number of times that reference is cited in the text as an endnote or a footnote. See Figures 6 & 8 on the following page for additional information.

Endnotes are utilized for the following reasons.

- When the student desires to use only a partial quote.
- When the student desires to reference a quote without breaking the flow of their thoughts.
- When the student desires to expound on the quote but does not want to include that thought in the body of paper because of context or flow.

The Reference Cited will be numbered sequentially and superscripted and that number will match the number in the endnotes page. Endnotes are required in all papers larger than 6 pages. See figure 7 on the following page.

Footnotes:

There are three types of footnotes that may be used at TTUS. They are details below.

- **Content Footnotes:** to offer further information on a topic that is not directly related to the text. As content footnotes should be concise, avoid writing lengthy paragraphs or including extraneous information.
- **Copyright Permission Footnotes:** to cite adapted or reprinted materials in the paper, especially data sets, tables, and quotations that exceed 400 words.
- **Reference Footnotes:** to offer further information on a topic that is not directly related to the text. As content footnotes should be concise, avoid writing lengthy paragraphs or including extraneous information.

Footnotes may be displayed for TTUS in the following manner: Listed at the bottom of the relevant page as content, copyright or a reference footnote. **See examples below.**

Example 1 – Content Footnote: “Under the DSHEA, dietary supplements no longer receive approval from the FDA before being marketed unless the supplement contains a new dietary ingredient (DSHEA, 1994).¹” [1]

¹A *new dietary ingredient* is defined as dietary ingredients that were not marketed in the United States in a dietary supplement prior to October 15, 1994.

Example 2 – Copyright Permission Footnote: “*Trust in authority* was measured using four items drawn from models of motive-based trust (Tyler & Huo, 2002).²” [3]

²From the chapters “Motive-Based Trust and Decision Acceptance” and “Societal Orientations: Legitimacy and Connections With Society” in *Trust in the Law: Encouraging Public Cooperation With the Police and Courts*, by Tom R. Tyler and Yuen J. Huo, 2002, New York: Russell Sage Foundation. Copyright 2002 by the Russell Sage Foundation, 112 East 64th Street, New York, NY 10021. Reprinted with permission.

Example 3 – Reference Footnote: J. K. Nyerere, *Freedom and Unity: A Selection from Writings and Speeches, 1952-65* (Nairobi: Oxford University Press, 1967) p.196.

Running header
And page #

Block
Quotations

Endnotes
page

Second line
indent

Stealing My Two Pennies 1

Stealing My Two Pennies Back from Wal-Mart

Wal-Mart has thrived for years and has made billions of dollars. What is the problem with that, you ask? The problem is its poor treatment of its employees: Wal-Mart's notoriously low wages, almost non-existent benefits, and its infestation of small-town America are turning small American towns into small welfare cities.

To appreciate the effects low wages have on employees, it is helpful to understand Wal-Mart's business model. There's no question that Wal-Mart has the low prices consumers want:

At Wal-Mart, "everyday low prices" is more than a slogan; it is the fundamental tenet of a cult masquerading as a company. Over the years, Wal-Mart has relentlessly wrung tens of billions of dollars in cost efficiencies out of the retail supply chain, passing the larger part of the savings along to shoppers as bargain prices. New England Consulting estimates that Wal-Mart saved its U.S. customers \$20 billion last year alone. (Bianco & Zellner, 2003, p. 100)

However, to keep prices low, the wages that Wal-Mart pays forces many of its employees to rely on public assistance. (McCrate, 2005, p. 14) Minimum wage is the base pay at Wal-Mart, and in order to receive a raise, one must work an average of 38 hours a week for the first year.

The same policies hold true for benefits, medical and dental. In twelve of the fourteen states Wal-Mart has companies, they have the most employees on state-funded assistance and low-wage health care (Bianco & Zellner, 2003 p. 103).

and this has consequences all the way down the line: "WalMart . . . affects the labor market at every level of the retail supply chain, pressuring its suppliers for lower prices. These suppliers then have to pay lower wages in the United States or else they have to outsource production, frequently to eatshops" (McCrate, 2005, p. 10-14).

Figure 6

Stealing My Two Pennies

Endnotes

1) Lower wages can be and is often a detriment to a family moving out of the poverty level. Wal-marts ability to stay atop of the economic curve and to be viable must provide the customer with lower prices but it must also maintain lower wages, but because of this they continue to have the most employees on state funded welfare per capita of any company in the United States.

Figure 7

Stealing My Two Pennies 13

Bibliography

McCrate, E. (2005, July-August). Support for low wage workers or subsidies for Wal-

Stealing My Two Pennies 13

Bibliography

Bianco, A. & Zellner, W. (2003, October 6). Is Wal-Mart too powerful? *Business Week* 3852, 100-104. Retrieved August 23, 2006, from Expanded Academic ASAP database (A108566250).

McCrate, E. (2005, July-August). Support for low wage workers or subsidies for Wal-Mart? *Dollars and Sense* 260, 10-14.

Figure 8

For all other questions concerning your paper please refer to the professors of each given class.