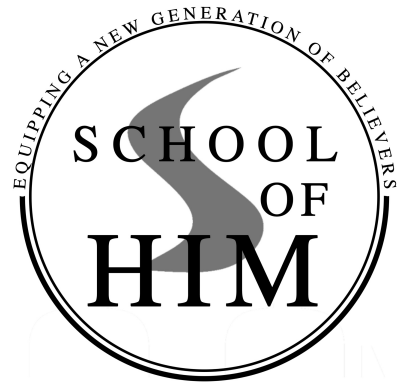


**Harvest International Ministries**

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Experiencehim.org



# FINAL EXAM PAPER

**FORMATTING:** Upon completion of each course, an 800 - 1200 word essay paper is required per class (3-4 pages double-spaced). The purpose is to collect your thoughts pertaining to the course topic and express them logically and cohesively. This paper constitutes 25% of the course grade. Once the paper is completed it may be printed and mailed to: **Harvest International Ministries, School of HIM, 4000 Arkansas Blvd, Texarkana, AR 71854.** You may also email (*preferred method*) as Word or PDF attachment to: [tpruitt@schoolofhim.org](mailto:tpruitt@schoolofhim.org).

Unless indicated otherwise, format your paper according to the following specifications:

*Font Type:* Times New Roman

*Font Size:* 12 point

*Line Spacing:* Double

*Margins:* 1" on the top and bottom and 1.25" on the sides

**PAGE NUMBERS:** With the exception of the title page, every page should include a page number. The page number should be centered on the bottom of each page. The numbering should begin after the title page (i.e., The first page of your paper should be page 1). **Note:** You may have to adjust the default settings for your word processor.

**TITLE PAGE:** Unless your instructor indicates otherwise, every paper should begin with a title page that includes the following information:

## THE TITLE OF YOUR PAPER (In All Caps)

- Your Name
- The Class Title
- Your Instructor's Name
- The Date the Paper Was Submitted

**QUOTATIONS:** When incorporating a direct quote from another author, use quotation marks and cite the source in a parenthetical citation after the closing quotation mark and before the final punctuation mark.

If the quotation fills more than four lines of your paper, it needs to be formatted as a block quotation. Use the same font size (12 point) and spacing (double spaced), but start the quotation on its own line and indent the entire quote an extra inch. No quotation marks are necessary, but a parenthetical citation must follow the quote. Though normal parenthetical citations go before the final punctuation mark, the citation for a block quote comes immediately after the final punctuation.

**CITATIONS:** Every time you use a direct quotation, a paraphrase, or borrow the idea of another author, you must include a parenthetical citation in the text. **Note:** Even if you do not directly quote an author, if you are using information gleaned from a source, that source must be cited.

- *Citing Direct Quotes:* When citing a direct quote, the parenthetical citation comes after the closing quotation mark and before the period or comma.
- *Citing Bible References:* When citing Bible references, use parenthetical citations and include the abbreviated book title, the chapter, and the verse(s).  
E.G., "In the beginning, God created the heavens and the earth" (Gen. 1:1).
- When citing a biblical passage to support an argument, cite the verse(s) parenthetically at the appropriate place in the sentence or paragraph. Multiple references may be cited in a single parenthetical citation, but each should be separated by semicolon.  
E.G., John's attire consisted of camel's hair and a leather belt (Mark 1:6), an ensemble reminiscent of Elijah (2 Kin. 1:8). John also had an interesting diet— locusts and wild honey (Matt. 3:4; Mark 1:6).
- If all of your biblical citations are from the same translations, you do not need to specify the translation in the body of your paper (including parenthetical citations).
- If you use more than one translation from the Bible in your paper, you must include the translation's abbreviation after the verse reference in the parenthetical citation *for each verse that you cite*. Each translation must also be listed on the Works Cited page.  
E.G., "Jesus wept" (John 11:35, ESV). E.G., "Jesus wept" (John 11:35, NIV).  
E.G., "Jesus wept" (John 11:35, NASB).

**WORKS CITED:** Every source that is cited in the body of your paper must be included in the Works Cited page. Each entry must include the following:

- The author's first and last name.
- The title of the article, essay, book chapter, short story, or poem
- The title of the book, magazine, or scholarly journal.
- The first and last name of the editor(s)
- The city of publication.
- The publishing company.
- The year of publication.

The Works Cited page should be organized alphabetically by the last name of each author. Each entry should begin along the left margin, but if the entry fills more than one line, each additional line should be indented an additional 1/2" from the margin. The Works Cited page should be double spaced between entries and within each entry. At the top of the first page of the Works Cited list, type the words "Works Cited" centered and in bold. Begin the list of works cited doubled spaced immediately below this title.

### **General Guidelines:**

#### *A Book by a Single Author*

Author's Name. *Title of the Book*. City of Publication: Publisher, Year.

E.G.,

Frame, John M. *The Doctrine of the Knowledge of God*. Phillipsburg: P&R,

**THE BIBLE:** Although we believe that the Bible was divinely inspired, you do not need to (i.e., you should not) cite "God," "The Holy Spirit," "Jesus Christ," or "The Holy Trinity" as the author. Instead, omit the author and begin with the title of the translation you are citing.

### **FORMULA:**

*The Holy Bible: Name of Translation*. City of Publication: Publisher, Year.

E.G., *The Holy Bible: English Standard Version*. Wheaton: Crossway, 2001.