

## ATS-Term Paper

A term paper is an academic research paper submitted at the end of a course to demonstrate a student understands of the subject. It should be well-structured, clearly written, and properly documented with footnotes and a bibliography. The paper must present original work, critical analysis, and theological reflection, following the standard academic format required by the seminary.

## Basic Structure of a Term Paper/Thesis

1. **Title Page:** Include the title of the paper, your name, course name, instructor's name, and date of submission. The title should be concise, descriptive, and reflective of the paper's content.
2. **Table of Contents:** List the main sections and sub-sections of the paper with page numbers for easy navigation.
3. **Introduction:** Clearly state the topic and provide necessary background information. Identify the main research question or thesis statement that guides the paper. Explain the purpose, scope, method and significance of the study.
4. **Body (Organized Structure):** Divide the paper into well-structured sections with clear headings and subheadings. Present arguments logically, supported by biblical references, theological sources, and scholarly research. Demonstrate critical thinking, balanced evaluation, and theological depth.
5. **Footnotes:** Footnotes appear at the bottom of the page, separated from the main text by a short horizontal line (separator). Indent the first line of each footnote by 0.5 inch, and use a hanging indent for any wrapped lines. The text should be single-spaced, aligned to the left, and typed in 10-point font size. Sample:
  - Wayne Grudem, *Systematic Theology* (Grand Rapids: Zondervan, 1994), 85.
  - Ibid. (Used when citing the same source and page as the preceding note.)
  - Grudem, *Systematic Theology*, 90. (Same source, different page number.)
- **Electronic Sources:**  
Students may use electronic sources such as online journals, e-books, and reputable academic websites in their research. All electronic sources must be properly cited with full bibliographic details, including the author, title, publication information, and access date or DOI/URL, following the required citation style.

## Quotation Guidelines

- **Punctuation:** Place periods and commas inside quotation marks. Example: Jesus said, "Man shall not live by bread alone."
- **Footnote Number Placement:** Place the footnote number after the closing quotation mark and before the punctuation, unless the punctuation is a period or comma, in which case the number follows the punctuation. Example: "The covenant was established with Abraham."<sup>1</sup>  
Example: "This doctrine is central to Reformed theology,"<sup>1</sup> he argued.
- **Scripture References:** Place immediately after the quotation: Example: "But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you" (Matt. 6:33).

- **Hyphens and Em Dashes:** Hyphen (-) for compound words (e.g., well-known, God-given). Em dash (—) for emphasis; no spaces on either side.
  - **Scripture Ranges:** Use a semicolon to separate passages from different books: Isa. 30:21; Dan. 3:14; Rom. 12:1–3; Rev. 2:2–3.
  - **Block Quotations:** Use for quotations exceeding three lines. Indent left and right margins by 0.5 inch; no quotation marks; single-spaced; 12-point font. Place footnote numbers after punctuation.
6. **Conclusion:** Summarize the key findings and arguments of the paper. Restate how the thesis has been addressed. Suggest implications for theology, ministry, or Christian living.
  7. **Bibliography:** Provide a complete list of all sources cited or consulted, arranged alphabetically by the author's last name. Use 12-point font size, single spacing, and leave one blank line between each entry. Sample:  
Grudem, Wayne. *Systematic Theology*. Grand Rapids: Zondervan, 1994.

#### **Paper format:**

- **Font:** Times New Roman, 12-point.
- **Line spacing:** Double-spaced.
- **Margins:** Use 1.0 inch for the top and bottom margins, and 1.5 inches for the left (inside) margin.
- **Text Alignment:** Justified
- **Paragraphs:** Indent the first line of each paragraph. Begin each paragraph flush with the left margin. Each paragraph should generally contain 8–10 lines. Leave one blank line between paragraphs.
- **Headings:** After completing the text, leave one blank line before starting a new heading. Each heading should be one font size larger than the main text.
- **Page Numbers:** Page numbers should be placed at the bottom right corner of each page. Use Roman numerals (i, ii, iii ...) for the preliminary pages (e.g., acknowledgments, table of contents), and switch to Arabic numerals (1, 2, 3 ...) beginning with the first page of the main chapters.

#### **Chapter Heading**

- 1.0. Main Body chapter begins (Introduction).
- 1.1. First-Level Subheading
  - 1.1.1 Second-Level Subheading
    - 1.1.1.1 Third-Level Subheading:

#### **Length of Paper**

Standard term papers are typically 10–15 pages in length (excluding the title page and bibliography), unless otherwise specified by the instructor.

#### **Thesis Writing vs. Paper Writing**

Thesis writing follows the same general format as paper writing in terms of structure, citation, and academic style. The main difference is that a thesis includes preliminary pages (such as the title page, certificate approval sheet, acknowledgments, Dedication, abstract, abbreviations and table of contents) before the main body of the text. After the preliminary pages, the thesis proceeds like a standard academic paper with chapters, footnotes, and a bibliography.