

Theme Paper Requirements

In writing your theme (or term) paper, interact with the material and theme using your opinions and experience. I am not looking for a paper that simply repeats the information, but rather one that reflects diligent thought as it relates to you. We believe that students have tremendous God-given thinking skills and have important opinions to express. In addition, a paper that demonstrates original thinking will most likely receive a higher grade.

Please follow the requirements below when preparing theme papers for classes.

1. For all theme paper footnotes, bibliographical entries, and page layout use Kate L. Turabian, *A Manual for Writers*: Fifth Edition (Chicago: University of Chicago Press, 1987) or later.
2. All quotes must be footnoted. Use footnotes rather than endnotes.
3. Theme papers shall be six pages long.
4. Theme papers shall be completed in MS Word.
5. A bibliography is optional but will not be counted as part of the six-page requirement.
6. All theme papers must quote or refer to at least three books other than the Bible.
7. All theme papers shall *not* have margins over one inch on all sides nor text font size over 12 points.
8. Place page numbers on the bottom of each page.
9. Place your name, class name, and date as well as the title of the theme paper at the top of the first page. Begin the theme paper content immediately under the title on the first page.
10. All theme papers shall have an introduction, including a thesis or topic sentence, a body, and a conclusion.
11. The final theme paper is due midnight of the last class of the course. Please email the paper to your course teacher.
12. I may elect to briefly review and add comments to drafts of the theme papers turned in one week before the final due date. I will do this by tracking changes to the paper. I will return the paper to the student on a first in, first out basis. The student can make the adjustments to the draft before turning it in by the deadline.
13. Except for emergencies at my determination, each day the final theme paper is late results in one letter grade deduction.
14. Tip: Be sure to save the file to your computer hard drive frequently.

Be sure to contact your course teacher if you have any questions.