Indigenous Church and Leadership Development

Project Guidelines

Form and Style Guide for Paper

1. Margins should be one inch on all sides.
2. Left align your paper except for the title page.
3. Use twelve-point Times New Roman, Arial or Courier font for the body of the paper.
4. Double-space all text except for block quotes.
5. Number each page except the title page (in the upper right-hand corner).
6. Provide the title in the header of the document so it appears on each page except for the title page.
7. A cover page is required for each paper. Include the title of the paper in the top third of the page. Include student's name, course name, program/institution name and date in the bottom third of the page.
8. Include a "Works Cited" page and provide in-text references. This means after quoting or paraphrasing provide a parenthetical citation (author's last name, year of publication, page number). For example: (Poitras, 2019, p. 55).
9. Quotations of fewer than forty words should be incorporated into the text and enclosed with quotation marks.
10. Quotations of forty words or more should be typed as a block quote with no quotation marks. The entire block quote should be indented with a ½ inch margin.