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Indian Bible College

*Instructional Guide For  
Written Assignments*

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2020

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## Introduction

Writing that is effective is clear, concise and audience sensitive. Higher education expects clearly documented arguments are well written. In addition, the ‘packaging,’ or formatting of academic documents in universities and colleges must be uniform and visually predictable. The styles and standards adopted in this guide are intended to fulfill those purposes at Indian Bible College. This writing guide will also address plagiarism, the consequences of plagiarism, and how to avoid it. Indian Bible College values honesty and integrity and expect these values to be reflected in student course work.

Written assignments for courses at Indian Bible College should generally follow the 8<sup>th</sup> edition MLA manual. A complete guide to MLA formatting can be found online at [https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html) or in the MLS Handbook in the college library. The purpose of this manual is to give the student the basics of MLA formatting and IBC standards.

## Basic Standards

- *All* papers for Indian Bible College courses should be computer generated and follow the same basic standards.
- All papers of two or more pages should be either stapled or paper clipped (according to the preference of the instructor).
- Papers may include a title page. It is recommended that the student inquire of the instructor regarding their personal preference.
- If no title page is needed, the student’s name, the name of the instructor, the name of the course, and the date should be printed in the upper left corner (in this order).
- The student is highly encouraged to use either a flash drive or a cloud managed service,

such as GoogleDrive or Dropbox, to save and keep their course documents.

## Plagiarism and Ethical Standards

### Plagiarism

Plagiarism is the usage of another's ideas or words while presenting them as your own, without giving the proper documentation. At the very least, plagiarism is cheating, and at its worst it is theft. All students at IBC are expected to demonstrate integrity and honesty in their course work.

It is important that:

- When you say you did the work yourself, you actually did it.
- When you rely on someone else's work, you cite it.
- When you use their words, you quote them openly and accurately, and you cite them, too.
- This includes notes from a class taken at IBC.

To avoid plagiarism here is a simple checklist to follow, adapted from the University Of Arizona Library from their webpage, "Avoid Plagiarism," and used with their permission (link below);

You must give credit whenever you:

- Use another person's ideas, thoughts, or opinions.
- Use any information that is not common knowledge.
- Quote or paraphrase another person's spoken or written words.

Here are a few resources on what plagiarism is and how to avoid it (Note: each of these resources were used by permission from the perspective institutions.):

- University of Arizona Libraries, Avoid Plagiarism:  
<https://new.library.arizona.edu/research/citing/plagiarism>
- Indiana University Bloomington and Indiana University Trustees, Plagiarism: What It Is And How To Recognize and Avoid it: <https://wts.indiana.edu/writing->

[guides/plagiarism.html](https://www.indianbiblecollege.edu/guides/plagiarism.html)

## Indian Bible College Plagiarism Policy

IBC believes that honesty and integrity is the foundation for all we do in life, including our course work (Col. 3:17). All students have the responsibility to do their own work. Students who plagiarize will face the following consequences:

- *First offense*: the instructor may fail the student for the assignment or require another assignment. The academic dean and the dean of students will be notified of the offense and the student will be required to meet with each department head.
- *Second offense*: the student will be dismissed from that class and receive a failing grade for the course in which they used plagiarized material. The academic dean and the dean of students will be notified of the offense and the student will be required to meet with each department head and the student will be placed under restorative discipline.
- *Third offense*: the student will be dismissed from IBC and will receive a failing grade for every course they have taken that semester.

Students have the right to appeal a faculty member's accusation of plagiarism to the academic dean. The decision of the administrative council will be final.

## Ethical Standards

At Indian Bible College we are committed to the biblical mandate to love one another. This includes refraining from the use of demeaning terms in reference to those who may be different from us (e.g. a different culture, gender, ethnic background, theological position, or those who live in an ungodly manner). We must treat others with the same respect and dignity with which we desire to be treated.

Assignments that contain disrespectful or demeaning language in reference to other people will

not be accepted at IBC. It will be up to the discretion of the instructor as to whether the student should receive a failing grade on that assignment, or be required to rewrite the paper using acceptable terms. In either case, the academic dean will be notified of the offense.

## **Page Layout**

### **Margins**

All margins should be 1” on all sides. The default settings for Microsoft Word are 1” on the top and bottom, but 1.25” on the right and left sides. The proper adjustments should be made to conform to MLA Format. Also, the paper should be left justified (the default for Word), which means that all text will start on the left side of the page and be neatly aligned 1” from the left margin.

### **Font**

The font size should be set at 12 point. Times New Roman or Arial should be used.

### **Spacing**

The entire paper should be double-spaced. This includes lengthy quotations. No extra space is needed between paragraphs.

### **Page Numbers**

Page numbers should be located at the upper right hand corner of each page and should be preceded by the student’s last name. The title page should not be numbered and does not count in the total number of pages required for the paper.

### **Title Pages**

The MLA Manual does not require a title page; however, check with your instructor to determine if they require a title page for your assignment. If a title page is required, all information on this page should be centered in the upper half of the page, double spaced, size 12 point font, and

using the same style font as the rest of the paper. Titles should be no more than 12 words in length. Do not include a page number on the title page. This page should contain the following information in order:

- The title of your document
- The name of the instructor
- The name and number of the course
- The name of the institution
- The student's name
- The date the paper is turned in to the instructor.

See an example of a title page on page 11 and an example of how to format an assignment that does not require a title page on page 12.

## **Documentation**

### **In-Text Citation**

All information in any paper that is not original must be documented (unless it is considered “common knowledge” meaning that it is found in numerous resources in that field). Failure to document one's resources results in plagiarism (note the college's policy on plagiarism in this manual).

MLA requires documentation of resources to be included in the text of the document when a sentence uses a quotation or a paraphrase that is not the author's original work or is not common knowledge. When using the works of others, it is important to use parenthetical citations, where the relevant source information is added to the end of a sentence in parentheses before the period. This is called “in-text citation.” This style of documentation will follow a standard format that ensures that the author is giving the original source of the material credit for their work. The

resource must also be listed in the Works Cited section of the paper.

The author's name needs to be stated in the sentence or in the parentheses, while the page number is always represented in the parentheses.

**See these examples of in-text citations:**

- Brickner suggests that it is unknown how long Adam and Eve lasted in the Garden of Eden but that “we learn that at one point, something went terribly wrong” (17).
- Adam and Eve lived in the Garden of Eden for a length of time that is unknown but “we learn that at one point, something went terribly wrong” (Brickner 17).
- Brickner reflected on the Garden of Eden and not knowing how long Adam and Eve's time in the garden lasted but that we know for certain that eventually things went south (17).

**The citation that should be found in the Works Cited page should look like this:**

Brickner, Balfour. *Finding God in the Garden*. Boston, Little, Brown and Company. 2002.

Refer to the Purdue Online Writing Lab: [MLA In-Text Citations: The Basics](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_in_text_citations_the_basics.html) webpage for more information on in-text citation rules.

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_in\\_text\\_citations\\_the\\_basics.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_in_text_citations_the_basics.html)

You can also find writing guides for MLA in-text citation guidelines in our library collection.

## **Works Cited**

All resources that are documented in the paper must be included in the works cited section.

Please note that the works cited section does not count as required pages for your assignment, however, still include page numbers throughout your paper, not including the title page if your assignment includes one. The MLA standardized format for this section should be followed. This section includes “Works Cited” as the title and should be centered and located 1” from the top of

the page. Each entry begins 1” from the margin and is followed by a *hanging indentation* where the following line(s) are indented ½”. The list should be in alphabetical order. The purpose of the hanging indentation is to make the viewing of the list easier to view in its correct order. The entire list should be double-spaced with no additional spaces between each entry

See an example of how to format a works cited page on page 13.

## Bibliography

A bibliography may also be required for some papers. While a works cited page records all resources that you documented (mentioned) in your paper, the bibliography records every resource that was used in completing the research for your paper. Check with your instructor to determine if they require a bibliography in addition to a works cited page for the assignment. The bibliography will have the same format as a works cited page with the title, “Bibliography” being the only difference.

Refer to these websites for more information on formatting a works cited page or a bibliography:

- <http://www.easybib.com>
- [https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_works\\_cited\\_page\\_basic\\_format.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html)

The following research services are FREE and can be of use when citing and documenting references for your works cited page and/or bibliography. Please note, however to **double-check** your citations whenever you use sites that will generate citations for you. Often there are mistakes found in the citations of these websites:

- Mendeley: <https://www.mendeley.com/>
- RefWorks: <https://www.refworks.com/>
- EndNote: <https://endnote.com/>

- Citation Machine (MLA): <https://www.citationmachine.net/mla/cite-a-book>
- Zotero: <https://www.zotero.org>

**Title Page example**

A Study of the Book of Romans

Dr. Kevin Newman, Instructor

BI101 Bible Survey

Indian Bible College

John Doe

September 21, 2020

## Paper Without Title Page example

John Doe

BI 101 Bible Survey

Dr. Kevin Newman, Instructor

September 21, 2020

**Title of Paper**

→ This is the format that should be used when a written assignment does not require a title page. All information should be located in the upper left hand corner and use double-spaced text. Check with your instructor to determine if they desire a title page for the assignment.

### Works Cited Page example

↑ "1  
Works Cited  
↓ "1

↑ "1/2  
1 Doe  
↓

← "1  
→ English to Speakers of Other Languages. Cambridge: Cambridge University Press, 1996.

→ Indent "1/2

James Kari, ed. Tatl'ahwt'aenn Nenn' The Headwaters People's Country. Fairbanks: Alaska Native Language Center, 1986. → "1

Kennedy, X.J. and Dana Gioia. *Literature: An Introduction to Fiction, Poetry, and Drama*. 6th ed. Harper Collins College Publishers, 1995.

Oxford Essential World Atlas. New York: Oxford UP, 1996.

\*Note: there is no additional space between each entry.

Double-space

## More on Works Cited Lists in MLA Format

If you list more than one work by one author, list them alphabetically by title name and replace the name of the author with three hyphens (---) after the first entry. When you have a source with no known author, list that source alphabetically by the title.

This is the general format for all citations:

Author. Title. Title of container \*(do not list container for stand-alone books, e.g. novels), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs URL or DOI). 2<sup>nd</sup> container's title, Other contributors, Version, Number, Publisher, Publication date, Location, Date of Access (if applicable).

\* A **container** is where the source is found, for example: if you found an article in a journal, then the journal is the container or if you found an article on a website, the website is the container.

Sometimes sources will have two containers, for example: if you found an article in a journal and you found the journal on a database, the containers are the journal and the second container is the database.

## Examples of Works Cited Sources

### Unknown Author

*Oxford Essential World Atlas*. New York: Oxford UP, 1996.

### One Author

Bream, Alice. *Athabaskan Stories*. Salt Lake City: AMU Press, 1975.

### Two Authors

Gallagher, Susan and Roger Lundin. *Literature Through the Eyes of Faith*. New York: Harper & Row, 1989.

### Three or More Authors

List the first author, followed by et al. (et al means “and others” in Latin.)

McQuade, Donald, et al. *The Harper American Literature*. 2nd Compact Ed. New York: HarperCollinsCollegePublishers, 1996.

### Editor

James Kari, ed. *Tatl’ahwt’aenn Nenn’ The Headwaters People’s Country*. Fairbanks: Alaska Native Language Center, 1986.

### Edition Other Than the First

Kennedy, X.J. and Dana Gioia. *Literature: An Introduction to Fiction, Poetry, and Drama*. 6th ed. HarperCollinsCollegePublishers, 1995.

### Work in an Anthology

Wilder, Thornton. “The Matchmaker.” *The Harper American Literature*. Ed. McQuade, Donald, et al. New York: HarperCollins College Publishers, 1996. 537- 601.

### Chapter in a Book

Griffith, Kelley. “How to Analyze Drama.” *Writing Essays About Literature*. 2nd ed. New York: Harcourt Brace Jovanovich, Pub., 1986.

Huntington, Sidney. “Anna”. *Koyukuk: An Alaskan Native’s Life Along the River. As told to Jim Rearden*. Anchorage: Alaska Northwest Books, 1993.

## **The Bible**

*The New American Standard*. La Habra: The Lockman, 1977.

*New International Version of the Holy Bible*. Grand Rapids: Zondervan Bible Publishers, 1978.

## **Bible Commentary, One Author**

Richards, Lawrence O. *The Teacher's Commentary*. Wheaton, Illinois: Victor Books, 1987.

## **Book in a Multi-Volume Work Naming the Series Editor (Bible Commentary Series)**

Carson, D. A. "Matthew." Vol 8. Ed. Frank E. Gaebelin. *Expositor's Bible Commentary* 12 vols. Grand Rapids, MI: Zondervan, 1984.

## **Works cited from the "Four Views on . . .," and "Five Views on . . ." (etc.) Series**

Gleason, Randall C. *Four Views on the Warning Passages in Hebrews*. Ed. Herbert W. Bateman. Grand Rapids, MI: Kregel Publications, 2007.

## **Bible Dictionary, One Author**

Unger, Merrill F. *Unger's Bible Dictionary*. Chicago: Moody Press, 1966.

## **Bible Handbook, Multiple Writers, No Editor**

Cohn-Sherbok, Dan. "The Hebrew Bible". *Zondervan Handbook to the Bible*. Grand Rapids, Michigan: Zondervan Publishing House, 1999.

## **CD-ROM issued Periodically (Monthly or Quarterly)**

Sawyer, Kathy. "Oceanography: Rising Tide Lifts Warming Case." *Washington Post*, 12 Dec. 1994: A2. InforTrac: National Newspaper Index. CD-Rom. Information Access. Jan. 1995.

Gauch, Patricia Lee. "A Quest for the Heart of Fantasy." *New Advocate* 7.3 (1994): 159-67.

ERIC. CD-ROM. SilverPlatter. Dec. 1994.

### Single Edition CD-ROMs and DVD-ROMs in Dictionaries and Encyclopedias

The Oxford English Dictionary. 1st ed. CD-ROM. Oxford: Oxford UP, 1987.

“O’Keefe, Georgia.” The 1995 Grolier Multimedia Encyclopedia. CD-ROM. Danbury: Grolier, 1995.

### For Electronic Sources, Periodicals, eBooks and Other Sources

See information below retrieved from Purdue OWL on Citing Electronic Resources:

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_works\\_cited\\_electronic\\_sources.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_electronic_sources.html)

- Author and/or editor names (if available); last names first.
- "Article name in quotation marks."
- *Title of the website, project, or book in italics.*
- Any version numbers available, including editions (ed.), revisions, posting dates, volumes (vol.), or issue numbers (no.).
- Publisher information, including the publisher name and publishing date.
- Take note of any page numbers (p. or pp.) or paragraph numbers (par. or pars.).
- DOI (if available), otherwise a URL (without the https://) or permalink.
- Date you accessed the material (Date Accessed). While not required, saving this information it is highly recommended, especially when dealing with pages that change frequently or do not have a visible copyright date.

Use the following format:

Author. "Title." *Title of container (self contained if book)*, Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs and/or URL, DOI or permalink). *2<sup>nd</sup> container's title*, Other contributors, Version, Number, Publisher, Publication date, Location, Date of Access (if applicable).

## Resources used for this instructional guide

*Adapted with permission from:*

### University of Arizona Libraries

“Avoid Plagiarism.” *University of Arizona Libraries*, 2 Aug. 2018,

<https://new.library.arizona.edu/research/citing/plagiarism>.

### Indiana University Bloomington and Indiana University Trustees

“Plagiarism: What It Is and How to Recognize and Avoid It.” *Writing Tutorial Services*,

<https://wts.indiana.edu/writing-guides/plagiarism.html>.

### The Writing Lab & OWL at Purdue University and Purdue University

Purdue Writing Lab. “General Format.” *Purdue Writing Lab*,

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html).

Purdue Writing Lab. “MLA Style Introduction.” *Purdue Writing Lab*,

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html).

Purdue Writing Lab. “MLA Works Cited Page: Basic Format.” *Purdue Writing Lab*,

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_works\\_cited\\_page\\_basic\\_format.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html).

Purdue Writing Lab. "MLA Works Cited: Electronic Sources ." *Purdue Writing Lab*,

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_works\\_cited\\_electronic\\_sources.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_electronic_sources.html).