

RESEARCH AND WRITING CRITERIA GUIDE



Jubilee College International
and School of Ministry

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RESEARCH AND WRITING CRITERIA

JCI School of Ministry

Chapter 1

1. This course is a prerequisite to all assignments required for certificate and degree programs at JCI School of Ministry. Regardless of the program of study you are pursuing you will be required to read, research and write papers for each course.
2. **UNFINISHED WORK:** Courses are not considered complete and credit awarded until a student has attended all lectures, completed and submitted student workbooks, completed the writing assignment(s) and passed the final exam for each course.
3. **REPETITIVE PAPERS:** When writing your paper for a course do not simply repeat what you heard in class or what is in your student workbook or text book. This is not considered research. Each student paper must be a completed work of research from sources outside the classroom and course material and must be presented as an original and individual composition meeting the established criteria for papers.
4. **ASSISTANCE:** As a word of encouragement, we are here to help and no one will fail unless they quit. We will provide access to professors, examples of work standards, and other tools that will assist you in the excellence of your success.
5. **GOAL:** Our goal is much more significant than issuing you credentials but to develop you as strong spiritual leaders. We desire to prepare and equip you to be a credible and solid voice in the market place of ideas in our culture.
6. **BUILDING WRITERS:** It is our intent to develop good, scholastic, spiritually minded, mature writers of you. With sound and well written articles, books, and other written materials you can have a greater impact in our culture that will last for generations.
7. **ASSIGNMENTS:** Each course will require a written research assignment to be completed in accordance with the writing and research criteria presented in this course relative to the certificate or degree program of study of which you are seeking. Additional assignments may be given as per the professor's discretion. Re-writing of papers is also at the discretion of the professor of the course. Each writing assignment is a portion of your grade for the course.
8. **COURSE WORK:** Each course will follow an established syllabus. Some of the course will present student activities throughout the course to either be completed in class or outside of class. Each course uses a fill in the blank student workbook method to be completed during lectures. Research has proven that most adults retain more when they are participating in the delivery of information rather than just listening. As well, the workbooks will serve as a future reference resources tool for you in your future endeavors. All course work must be done with the integrity and

honor that it is your own work.

9. ACTIVATING YOUR THOUGHT: The research paper demonstrates your understanding of the course. It provides a venue in which you take what you have learned in the course and use it to activate your own reason, logic and understanding to research and develop ideas and concepts to best impact your sphere of influence. The class is merely a catalyst to engage the thought process and spark inspiration.

10. ASSIGNMENT METHODOLOGY: There is a process that is to be followed in the production of your research assignments. Part of the grade, and more importantly the learning, comes through the process rather than just the end product. The process include the following phases:

- a. Identify a topic and investigate the availability of potential research resources.
- b. Develop and submit a thesis statement.
- c. Develop and submit a bibliography for approval before moving on.
- d. Develop an annotated bibliography for approval.
- e. Write an outline of your paper for approval
- f. Write the first draft of your paper.
- g. Submit your final paper.

11. WRITING ASSIGNMENT STANDARDS:

- a. Christian Ministry Certificate
 - 1) 3000 words
 - 2) 25 resources
 - 3) 25 items annotated
- b. Associate of Practical Theology
 - 1) 4000 words
 - 2) 30 resources
 - 3) 30 items annotated
- c. Bachelor Degree (Certificate of Ministry)
 - 1) 5000 words
 - 2) 50 sources
 - 3) 50 items annotated
- d. Masters Degree
 - 1) 7500 words
 - 2) 75 sources
 - 3) 75 items annotated
- e. Doctoral Degree
 - 1) 10,000
 - 2) 100 sources
 - 3) 100 items annotated

* NOTE: $\frac{1}{4}$ of resources may be from the internet or a journal.

12. ORDER OF ASSIGNMENT:

a. THESIS STATEMENT AND QUESTION – We want to train you develop a paper that would be worthy of publishing or using to speak from to inform and inspire. We want to develop good research and writing habits. To begin this process you must determine and propose a question that you wish to answer and defend in the course of your paper. What is it that you want to discover and what do you want to inform your readers of? This question must be relevant to the class. It may be a question that was not proposed or answered during the course or a question that was sparked during the class. This question will be the basis for your thesis development. With this you develop the subject of your paper.

1) Now, write your question out concisely. Then write a paragraph that includes your question in a manner that states what you want you hope to gain from your research as well as what you hope your readers gain.

2) Next, review your statement and ensure that together the scope of your topic, question and research will be narrow and specific enough that you will have a targeted focus without it branching off and becoming too broad.

3) You may submit your thesis statement for review and feedback before submitting for the inclusion of the 10% allocation of your grade for the given assignment.

4) Submit with JCI SOM standard cover page

b. BIBLIOGRAPHY – The next step of the process is to develop a bibliography. The sources you choose are important to the success of your paper. “Primary sources” and “Seminal (potentially capable of development; highly original, influential and important) Writers” are terms that you need to become familiar with. These are the standard of the sources you need to use in your research. You will need to develop your bibliography and annotated bibliography with the following standards:

1.) Use APA format

2.) Include variant (disagreement) and additive (added for improvement; expository) sources

3.) You may submit the bibliography for review and comments before submitting for the final 10% part of the grade for the assignment.

4.) Submit with JCI SOM standard cover page

c. ANNOTATED BIBLIOGRAPHY- This is the foundation of your paper. It is from this that you will begin to structure the body of your paper.

1.) Use APA format

2.) Include variant (disagreement) and additive (added for improvement; expository) sources

3.) You may submit the annotated bibliography for review and comments before submitting for the final 10% part of the grade for the assignment.

4.) Submit with JCI SOM standard cover page

- d. OUTLINE- The next phase is to develop an outline of your paper. This will help in defining the flow of ideas and transitions from one thought to another. It will also help determine the dynamics of the paper from beginning to end. It is a snapshot of the case you are presenting.
- 1.) You may submit the annotated bibliography for review and comments before submitting for the final 10% part of the grade for the assignment.
 - 2) Submit with JCI SOM standard cover page
- e. ROUGH DRAFT - Next, develop a rough draft of your paper from your outline then review it. Get a feel for the flow of your paper. Fix transitions, grammar, etc. Remember, you don't want to draw your own conclusions but lead the reader to develop their own conclusions. This does not have to be submitted but is in your best interest before moving on to the final submission.
- f. FINAL- This will be your final publishable paper; the completed end product to be submitted free of errors, in the proper format. This portion is 60% of your grade for the course.

It is recommended that you purchase a copy of Logos Scholar Edition software. Call Academic Software for a discount as a student with JCI School of Ministry and Jubilee College International.

You will also want to purchase the following:

1. Sacred Bridge
2. The Elements of Style 4th Edition (by Strunk and White)
3. APA Format Guide

RESEARCH AND WRITING CRITERIA

Marvin Barham, D.Min
JCI School of Ministry

Chapter 2

1. **FORMATING:** It is recommended you purchase the APA Format Guide from Amazon.com. You may also download a free version of APA format for research papers. Familiarize yourself with the format process such as citations, setting up the paper, punctuations, footnotes, etc. Before you start writing you will want to set up your margins, tabs, font, headings, paragraph styles, etc. in your word processing application in accordance with the APA formatting.
2. **THESIS STATEMENT:** Brain storm by making a list of subjects and issues that you learned or were brought up in the course that were important or of significant interest to you. Then form some questions around these topics regarding what you want to know and what others need to know. Then narrow it down to one particular topic and think about how you would begin to build a conceptual thought process or argument on the selected topic. From these questions and ideas you will develop your thesis statement. Your thesis statement should be direct and to the point. It should address the relevance of the topic, the intent of the paper, the proposition and the fundamental basis for any conclusion to be derived and upon which you will present your case. It should be no more than a single paragraph. Remember “bottom line up front.” The following is an example:

“The intent of this paper is to seek out the precepts, patterns and principles of God’s plan and intention for the family, applicable to both the home and the church. In this paper we will not be able to cover every aspect of family relations and government. Therefore, we will look at six specific foundational principles as established by Scripture: 1.) Instructing in the Ways of Wisdom – Knowing, defending, and living in Truth; 2.) Discipline in Obedience – Prayer, fasting, seeking and serving God; 3.) Impartation of Knowledge – Disciplines in the study of Scripture and principles of God; 4.) Impression of Understanding – Worship and revelation; 5.) Reverence and Honor of Divine Authority – Love, correction, growth and maturity; and 6.) Application of Godly Wisdom – Living it from the heart and connecting with God.”

3. **BUILDING A BIBLIOGRAPHY:** Your selection of sources from which you draw your research is essential to the strength of your paper. It is not always a matter of you agreeing with their view or if they agree with yours but what is the credibility of the author and the published resource? Try to look for original text. If quoting a secondary author look at that author’s material as well. When you look at a resource look at that resource’s sources and follow the trail.

Present a balance of materials – those who agree and those who disagree.

4. **BUILDING AN ANNOTATED BIBLIOGRAPHY:** Follow the format of citing your sources. Then write the quotes under each resource citation. At this stage do not paraphrase the quote. Put the quotes in quotation marks and cite the page number of the quote from its origin at the end of each quote following the proper format. We recommend you build your bibliography, place it in proper alphabetical order, save it and then use a copy of it to build your annotated bibliography. Once this is complete you are ready to build your outline.
5. **OUTLINE AND DRAFT:** The outline will help you develop the structure of your paper using the quotes you have utilized and your own thoughts. The draft will give you an idea of what works and does not work in the paper. In the draft you will use some quotes directly but most you will need to write in your own words and expound with your own thoughts. Remember that the quotes are to provide supporting or contrasting evidence of your topic while still allowing the reader to come to their own conclusions.
6. **FORMAT AND SUBMISSION REQUIREMENTS:** the following are standardized criteria for all papers to be written for JCI School of Ministry courses:
 - a. Must use Arial font at 12 point size.
 - b. Must use APA format for footnotes, bibliography and citations.
 - c. Must be double spaced.
 - d. Must be force justified (Not flush left, center, or right).
 - e. Must use the JCI SOM cover page for submission of each phase of the paper development (Thesis Statement; Bibliography; Annotated Bibliography; Outline and Final Paper)
 - f. Each submission will be delivered via email to Dr. Barham at jubilee@thejube.org
 - g. Submission should be no more than one month apart from time of approval. Final papers should be submitted no more than 6 months after completion of course lectures. Extension may be requested under extenuating circumstances.
7. It is recommended that you write one paper at a time for one course at a time.

RESEARCH AND WRITING CRITERIA

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Chapter 3

1. **CAPTURE DETAILS:** Once you have submitted your thesis statement and bibliography you are now ready to start digging into your resources and drawing out your information to build your annotated bibliography. What we want to do in this section is show you how to do that without it taking you years to locate and extract the best information you need to build a strong paper.
 - a. Remember to capture and complete all citation information as you go instead of having to go back and attempt to find it after the fact. Pay attention to things like author's full name; is there more than one author; correct spellings; publication date; publisher; town; state; country and page(s) from which you read or extracted the material.
 - b. If pulling resources from the internet be sure to capture the information regarding article title, author, publishing website, complete URL (address) of where you found the information as well as the date on which you found it and the date it was published or posted.
 - c. Quote direct in the annotated bibliography. You can summarize in your rough draft.
 - d. Use no less than one idea from each author or source.

2. **READING FOR RESEARCH:** it is impractical to think that you can read 100 books, articles, journals, etc. and gather the material you need and still meet the timelines. Therefore, there is a method that you will hopefully develop that will help you identify the most important information that you need for your paper.
 - a. For starters you have to identify if the resource is worthy of your efforts.
 - i. Look at the fly cover.
 - ii. Read a review of the book on book purchasing sites or blogs.
 - iii. Search for books specific to your subject.
 - iv. Look at the bibliography.
 - v. Look at the index (if there is one)
 - vi. Find out what you can about the author.
 - vii. Review the table of contents and review the first few paragraphs or subtitles of those chapter titles that may possess relevant information or subject matter. You might read the last paragraphs as well as a few in between. Be careful that titles and lead statements are not misleading (leading you to think they are additive when really they are variant).
 - viii. Look for key words.
 - ix. If you like what you are finding then go deeper and start extracting material for your annotated bibliography.

- b. If you do not own the books copy the pages and highlight on them. If pulling from the internet print them out and highlight them.

3. TYPING YOUR PAPER:

- a. You will need to learn to use Microsoft Word. The more familiar you are with using Microsoft Word the easier it will make this process. You can use other programs but they may not have the same functionality and others may not be able to assist you. With Microsoft Word you can establish the font and heading styles, paragraph formats, margins, footnote formats, building your bibliography, set page numbers, headers, footers and everything before you even start your paper and make it much easier than trying to figure it all out after you have spent hours writing and then have to go back and try to establish formats.
- b. You can find free Microsoft Word training classes online at <http://www.gcfilearnfree.org/word> .
- c. If you plan to further your theological education and studies you will want to eventually purchase a copy of Logo Scholars edition. When you reference material by copy and paste into your paper it will automatically place bibliographical information into your footnotes in Word. You may be able to find other programs that will do the same.
- d. Once completed, papers should be presented in a professional manner. Do not staple papers. Present in a folder or sleeve. Ensure the paper contains all of its required components. Ensure you have save a copy for yourself in digital format.

COVER PAGE EXAMPLE

**ETHICS II
ETHICS II RESEARCH PAPER**

**THE FUNCTIONAL FAMILY
FIRST DRAFT
Marvin R. Barham
2 APRIL 2011**

Submitted to the Jubilee Christian College Research Council
Professor Doug Wheeler, Ph.D.
In Partial Fulfillment of the Requirements for Doctorate Degree

THESIS STATEMENT SUBMISSION EXAMPLE

ETHICS II

2 April 2011

Marvin R. Barham

THE FUNCTIONAL FAMILY

The intent of this paper is to seek out the precepts, patterns and principles of God's plan and intention for the family, applicable to both the home and the church. In this paper we will not be able to cover every aspect of family relations and government. Therefore, we will look at six specific foundational principles as established by Scripture: 1.) Instructing in the Ways Wisdom – Knowing, defending, and living in Truth; 2.) Discipline in Obedience – Prayer, fasting, seeking and serving God; 3.) Impartation of Knowledge – Disciplines in the study of Scripture and principles of God; 4.) Impression of Understanding – Worship and revelation; 5.) Reverence and Honor of Divine Authority – Love, correction, growth and maturity; and 6.) Application of Godly Wisdom – Living it from the heart and connecting with God.

FOOTNOTE EXAMPLE

¹ Berryhill, Jimmiea *Introduction to Ethics of Our Fathers I* (2009). Sherwood, Arkansas: Course at American Institute for Advanced Biblical Studies.

² Adams, Jay *Christian Living in the Home*

BIBLIOGRAPHY EXAMPLE

1. GRACE, *The Need for Grace* (2009). Found on 3 June 2010 at <http://www.netgrace.org>.
2. Lancaster, Philip. *Family Man, Family Leader* (2003). San Antonio, TX: The Vision Forum, Inc.
3. Nelson, Thomas. *King James Version Bible* (1982). Taken from <http://biblegateway.com>.

ANNOTATED BIBLIOGRAPHY EXAMPLE

Bercot, David W. *A Dictionary of Early Christian Beliefs* (1998). Peabody, Massachusetts: Hendrickson Publishers, Inc.

1. "You fathers, educate your children in the Lord. Bring them up in the nurture and admonition of the Lord....Do not be afraid to reprove them and to teach them wisdom with severity. For your corrections will not kill them; rather they will preserve them" (*Apostolic Constitutions [compiled c.390, E] 7.435, 436.*). P. 279

Bibliography

Bercot, David W. *A Dictionary of Early Christian Beliefs* (1998). Peabody, Massachusetts: Hendrickson Publishers, Inc.

Jimmilea Berryhill and Doug Wheeler *Reading, Research, and Writing Methodology I* (2010). Malvern, AR: Jubilee Christian College.