

Pacific Christian University – Appendix C

RESEARCH PAPER & THESIS GUIDELINES

The PCU *Research Paper* must have a title page, a table of contents page, the introduction, and the body of the paper, the conclusion, and the bibliography.

GRADING GUIDELINES

These guidelines will apply to both undergraduate and graduate students. All course papers will be reviewed with the following grading guidelines in mind:

- 50% Content of the paper: What ideas were presented and what conclusions were made?
- 15% Research: Was the course text read? Was additional research performed and thus demonstrated through the use of quoted material?
- 20% Delivery & Style: Was correct spelling, punctuation, grammar, and sentence construction used?
- 15% Presentation: Were the PCU *Research Paper Guidelines* followed, using correct in-text references for quoted works, a bibliography and correct formatting?

RESEARCH PAPER GUIDELINES

Research papers must meet the following criteria:

- Be typewritten using a 12-point business-like font.
- The finished paper should be fastened at the top left with a staple.
- Only a title page, no fancy cover.
- All pages except the title page should be numbered at the bottom in the center of the page.
- Each page should have margins of 1” on the left, right, top, and bottom.
- Typing should be double-spaced with an indent on the first word of each new paragraph. Do not use extra space between paragraphs.

Title Page

The title page includes the title, the student’s name, course name and date of the paper. The title of the paper should be centered at the top of the first page of the body of the research paper. Use capital letters, in a bold, large font. This page does not count toward any required number of pages.

Table of Contents

The information on the table of contents page should reflect an orderly flow and help the reader to understand the paper’s content. List each section (introduction, conclusion, and bibliography) and the main topics, subtopics and page number for each item. This page does not count toward any required number of pages.

Introduction and Conclusion

The words “INTRODUCTION” and ‘CONCLUSION’ should be centered, in capital letters, in a bold, large font, with extra space above and below the word.

Subtopics & Other Divisions

Subtopics and/or divisions should be centered with only first letter of title words capitalized and no extra spaces above or below.

Paragraph Breaks

Paragraphs should represent a main thought. The average paragraph should have three to five sentences. Paragraphs should not be too long.

Quoted Material

All writings quoted or referenced must be given credit in bibliography and/or through quotation marks citing the work and the author. Please adhere to all copyright laws.

Proving Your Point with Scriptures

The Word of God is also a source for research. Choose a version that is to be used the most throughout the content. Reference the book scripture and verse and indicate in parentheses.

Punctuation and Spelling are Important

Proof your written material and if possible have someone who has a good eye to detail also check for grammatical and spelling errors.

Bibliography

All work used in the research paper must be properly credited to authors, editors, and the work that was cited. Modern translations of the bible should also have copyright information. This page does not count toward any required number of pages.

To further assist you in preparing your **research paper** and/or **thesis**, please refer to the following guides:

1. *The Scott Foresman Handbook for Writers, Fifth or Sixth Edition.*
2. A Research Guide for Students on line at <http://www.aresearchguide.com/>
3. Other Sites with Helpful Information on Writing a Thesis:
 - [How to Organize Your Thesis](#) by John W. Chinneck, Carleton University
 - [How to Write a Ph.D. Thesis](#) by Joe Wolfe, University of New South Wales
 - ["Writing and presenting your thesis or dissertation"](#) by Joseph Levine at Michigan State University
 - [Writing a Thesis in the Social Sciences](#) by Graduate Schools Office, University of York
 - [The Dead Thesis Society Thesis Support Group](#)
 - [How Theses Get Written: Some Cool Tips Online](#) by Steve Easterbrook, University of Toronto.
 - [Postgraduate Student Resources](#) by University of Canberra

Quick Reference Guide For Writing A Research Paper, Report Or Essay

Students are given the following options:

UNDERGRADUATE

- Receive a full grade by completing the 3-page undergraduate research paper, reports or essays as per grading guidelines.
- Receive a lower grade by completing a 1-page undergraduate research paper, reports or essays as per grading guidelines.

GRADUATE

- Receive a full grade by completing the 6-page undergraduate research paper. Grades based on guidelines listed.
- Receive a lower grade by completing a 2-page undergraduate research paper as per grading guidelines.

GRADING GUIDELINES

These guidelines will apply to both undergraduate and graduate students on reports/essays.. All course papers will be reviewed with the following grading guidelines in mind. *See Course Research Evaluation & Grade Form.*

FULL GRADE *Grading Scale: A=100-93; B=92-85; C=84-77; D= 76-70; F=69-0*

- 50% Content of the paper: What ideas were presented and what conclusions were made?
- 15% Reference. Was the course text read and cited?
- 20% Delivery & Style: Was correct spelling, punctuation, grammar, and sentence construction used?
- 15% Presentation: Were the guidelines of the assignment followed? Were the main points of the assignment incorporated in the paper?

LOWER GRADE *Grading Scale: B=85; C=84-77; D= 76-70; F=69-0*

- 70% Content of the paper: What ideas were presented and what conclusions were made?
- 15% Research. Was the course text read and cited? Was additional research performed and thus demonstrated through the use of quoted material?
- 15% No grade scored for lower report content.

Suggested points to consider when writing your report or essay:

1. fluency or the amount written (ease or confidence coupled with smoothness of content)
2. quality and quantity of detail (gives a good overview of the topic and explains the organizational structure)
3. complexity or difficulty of ideas (demonstrates a high level of critical thinking)
4. organization (an identifiable order or logical pattern; i.e.: point by point, chronological, comparison/contrast, cause & effect, etc)
5. correctness (error free, grammatically correct, with appropriate language/terminology)

