

HOW TO WRITE A PAPER

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1. What's your subject?
 - too broad/too narrow?
 - what interests you with it?
 - will it hold your interest?

2. What sources will you use?
 - Encyclopedias
 - Survey books/bibliographies
 - Commentaries
 - Bible Dictionaries
 - Journal Articles
 - Books remotely about the subject
 - Internet (make sure it's reliable)

3. Write it down!
 - Notebook for scribbling
 - mock outline
 - doodling of procedures
 - journal entry for what you did/how long you did it
 - Use 3x5 note cards
 - easy to use
 - easy to carry (easier than carting books!)
 - How to use 3x5 note cards
 - Author card
 - Subject card
 - Write all pertinent information
 - Use quotation marks as needed (note whether it's direct quote or paraphrase)

4. Formatting the paper
 - Divide the card into the following piles
 - author cards (one pile)
 - subject cards (many piles)
 - not enough? Find more sources/information
 - Create outline
 - start from bottom up, not top down

5. Write rough draft: Hardest thing is going from nothing to rough draft
 - Best to do longhand
 - Have cards in front of you
 - Number for the sake of footnotes (green/red numbering)
 - Finish rough draft on paper; then transfer to computer

6. Edit
 - As many times as necessary
 - Read, set down, read, set down!
 - Have someone else read as well
 - ALWAYS print last edit, just in case!

7. Commands:
 1. Do NOT end a sentence with a preposition.
 2. Do NOT begin a sentence with a conjunction.
 3. Have NO CONTRACTIONS in your paper (other than possessives).
 4. Keep past events in past tense.
 5. Do NOT use first or second person.
 6. Avoid split infinitives.
 7. Edit, *Edit*, **EDIT!!!**
 8. Carefully read and use the department-approved form and study guide.
 9. Know the difference between a footnote and a bibliographical citation.
 10. Quoting a source does not necessarily mean one must use verbatim quotations!
 11. Avoid passive voice.
 12. Know the difference between *its* and *it's*.
 13. Use only two (2) on-line or CD-ROM materials in your paper.
 14. NO STUDY BIBLES!!!!!!!!!!!!!!!!!!!!!!