



# SPIRIT LIFE INSTITUTE

**Student Guide**

**2018 – 2019**



# SPIRIT LIFE INSTITUTE *of Ministry*

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## Spirit Life Staff...We are here to help you!

Spirit Life Administrative Office: 608-271-0409  
 General Email—spiritlife@chapelvalley.org

**Rev. Dr. Larry DeWerd**, Institute Director  
**Pastor Tim Genin**, Emeritus Pastor of Chapel Valley and Asst. Institute Director  
**Pastor Jeremiah Genin**, Sr. Pastor of Chapel Valley  
**Louise DeWerd**, Institute Administrator  
**Lela McGee**, Financial Administrator

*NOTE: This document is a summary of the policies that affect student life at Spirit Life Institute (SLI). **It is the responsibility of students to familiarize themselves with these policies and how they may affect their progress.** These policies are patterned after other institute and college policies. These policies are subject to change at the discretion of the Director of SLI, the Senior Pastor and the Emeritus Pastor of Chapel Valley Community Church. Any changes in policies will take effect at the date of issue listed in the footer of this document.*

*Spirit Life Institute admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the institute.*

### Mission Statement of Spirit Life Institute

The mission of Spirit Life Institute of Ministry is to develop and train Spirit-filled five-fold ministers (apostles, prophets, evangelists, pastors, and teachers) and to train Christ's servants who desire to develop their walk with Christ with a Biblical perspective.

This mission will be accomplished through academic training as well as practical hands-on experiences for the purpose of building God's Kingdom.

### Academic Information

Spirit Life Institute seeks to foster diligent study habits within students throughout their time at SLI. This is a quality of life and ministry that will serve the student well, not only for their time at SLI but for all of life. The qualities of perseverance and discipline will prepare students for increasingly difficult course work as well as for a lifetime of Christian leadership (1 Timothy 4:15-16).

### Academic Load

Students are considered to be full time when they are taking between 12 and 18 semester credits. For students to take more than 18 credits in a semester they must receive approval from the Institute's Director. Students will be considered as having completed an academic year when they have finished taking 30 semester credits and completed their non-formal requirements. Students are allowed to do courses on a part time basis; however, a certificate is obtained only after 30 units of required courses and completion of the non-formal requirement. A diploma is issued after 30 additional units and an internship.

## Attendance Policy

Due to the importance of the eternal matters dealt within an institution such as SLI, classroom attendance is not left to the discretion of the student. The SLI faculty gives freely of their time and expertise in the classes and appreciates your interest in their courses. It is understood that a student will be present in class except for legitimate reasons. Attendance is recorded from the first day of each semester. Punctual attendance in every class session is required. Tardiness and unexcused absences will be recorded. The following guidelines will be followed in every class offered at Spirit Life Institute:

- All absences should be cleared with the instructor. An excused absence is permitted at the discretion of the instructor. However, this should be only for reasons of illness or other unusual, and substantiated cause beyond the student's control. The request must be in writing, unless the absence occurs for a reason out of the control of the student, e.g. dangerous roads in winter, then a verbal request by phone can be made followed by a written request. All absences must be cleared with the instructor.
- Your 3<sup>rd</sup> absence may result in a reduction of your grade as determined by the instructor.
- If you are absent 4 or more times you will be automatically dropped from the class. In special circumstances, at the discretion of the instructor, this policy will not be invoked. The student must petition the instructor in writing, outlining the special circumstances for this action to be considered. If invoked, this drop, caused by absence, also will result automatically in an F for the course and will require a written petition for re-admittance, (see note on re-admittance below for further details).
- If the student is tardy 3 times, it is equivalent to 1 absence.
- If the student is more than 20 minutes late to class then it is an absence.
- If there is an emergency, then call your instructor *before* class. The SLI Administrative office generally will not be open at class times. Always try to reach your instructor first.

## Re-admittance After a Drop

This policy applies for a student dropped because of non-attendance or another reason. At the discretion of SLI, this policy may also be applied for students who withdraw from all classes. If the student has been dropped from a class because of non-attendance or other reasons, the student will be required to petition Spirit Life Institute in writing if re-admittance is desired. This written petition must include the following items:

1. The reason for the student not being able to fulfill his/her obligation in the problem semester.
2. How the student or the situation has changed so that the student will now be able to fulfill his/her obligation in Spirit Life Institute.
3. Other extenuating or pertinent circumstances related to this issue to assure Spirit Life Institute that the student is serious about his/her obligations and has the ability to fulfill them.

The Director of SLI and the Senior Pastor will review this petition. Since SLI is a Christian Institute, we are responsible before the Lord Jesus to assure that Christian maturity and growth becomes a part of the student's life. Therefore, there may be a requirement of a face-to-face interview with the Director, the Senior Pastor and possibly another individual such as a faculty member. This meeting will consist of prayer and discussion of the Lord's direction for the

student. During the course of this process begun by this petition, the student will be kept informed of the process. It is suggested that the student send his/her written petition at least 6 weeks before the start of the semester that the student wishes to return.

## **Inclement Weather Guidelines**

The instructor of the class affected is responsible for determining if, for the safety and welfare of students and staff, a class will be postponed due to inclement weather. The instructor can make an announcement in several ways, e.g. via e-mail or telephone calls. The instructor can contact a few students who in turn can contact others. The instructor should obtain telephone numbers and e-mail where the students can be reached and obtain a list of which students are willing to act as first contacts on the first day of class.

If the class will be postponed because of inclement weather, the decision to do so will be made by 4:00PM of the affected day. The instructor will be considerate to honor a reasonable excuse from a student who cannot attend a class that has not been cancelled because of weather. The class time will be made up at a time agreeable to instructor and students.

## **Schedule Changes**

Courses may be added or voluntarily dropped from a student's schedule. The Institute Director and the instructor(s) concerned must approve schedule changes after the start of the semester. Generally, no course will be approved for adding after the second week of classes. Guidelines related to adding or dropping a course are as follows:

### **Adding a Class**

Due to the length of semester, students may only add classes through the second week of the semester. To add a class, students must contact the Institute Administrator with written permission from the course instructor stating they are approved to add the class to their schedule.

### **Dropping a Class**

Students who wish to drop a class may do so through the fourth week of classes without receiving an academic penalty. After the fourth week, special permission must be given by the instructor to drop the class. However, a student must drop a course before the first day of the semester in order to receive a full refund of their tuition. Students who drop a course up to the second week of classes will receive a 90% refund. After the second week of classes, no refunds will be given.

## **Repetition of Courses**

Students who wish to repeat a course to raise their grade can do so only once. The grade received upon retaking a course will be used in determining a student's grade point average (GPA). The official transcripts will list both grades for each respective semester but the final grade obtained will be the one used for determining grade point average. The student must take the class for credit if they want a grade. Students not looking to change a grade, but wanting to increase their knowledge can repeat a class as often as they desire. In this case, the student is expected to audit the class and obtain an audit permission signed slip. An audit will be listed on

the transcript but it is not counted or included in a grade point average. The fee for audit or retake is the same, no matter when registration is done.

## Prerequisites

Some courses have prerequisites to take them. In these cases, consent of instructor is required if the student has not taken the prerequisite course. Only at the discretion of the instructor is a prerequisite waived. This policy is in place to provide the necessary background for the success of the student.

## Class Size

The normal class size is three students or more. If there are less than three students registered for a course, it will be taught at the discretion of the instructor. If a student has a special need for a given course, it is suggested that they attempt to encourage others to join the class. Special needs can be addressed at the discretion of the instructor.

## Grading

Standard grading procedures will be followed. The Grade Point System is used with letter grades translated to a numerical value.

### Grade Point System

Grade	Indication	Grade Point	Corresponding Percentage Points
A	Excellent	4.00	93-100%
A/B		3.50	88-92.9%
B	Good	3.00	82-87.9%
B/C		2.50	77-81.9%
C	Average	2.00	70-76.9%
D	Passing	1.00	60-69.9%
F	Failure	0.00	0-59.9%

Students who have a grade average below a “C” (2.00 GPA) at anytime will be placed on academic probation. While a student is on probation, their course load may be limited to 9 credits or less if the Institute Director deems this appropriate. A student may only remain on academic probation for two contiguous semesters. If the student cannot remove academic probation after two semesters, the student will take a one-semester hiatus for prayer and reflection for future guidance from the Lord.

## Audit

Permission to audit a class is at the instructor’s discretion. For a semester audit, permission must be obtained by the week before the beginning of classes. Upon approval, the fee for the class will be as set for the semester, regardless of the date of registration. The instructor need not grade any papers or other work of the student. The grade given for the semester will be Au for Audit. Audited classes will not be recognized for a certificate or diploma.

If during the semester, the student wishes to change to an audit from regular registration, this must be accomplished before the end of the 9<sup>th</sup> week of classes. Permission to audit a class can be granted by the instructor to the student after the student petitions by a written request. This petition will give reason(s) why the student cannot fulfill his/her obligation. The instructor must sign and date the bottom of the petition, which is then delivered to the SLI office. This action will result in the grade Au for an audited class. A student taking a course for credit who wishes to change to audit or to drop a class must do it before the end of the 9<sup>th</sup> week of classes. Any difference in registration fee will only be enforced through the first week of classes. No grade will be given for a dropped class unless the policy of absences is appropriate. Audited or dropped classes will not be recognized for a certificate or diploma.

## **Incomplete grades**

A grade of incomplete will only be granted after a written petition from the student is accepted. The petition should state the reasons that an incomplete should be considered. This must be approved by the instructor with a date and signature and then delivered to the SLI administrator. A grade of incomplete may be reported for a student who has carried a subject with passing grades until near the end of the semester. If at this point, the student finds he/she cannot complete the work because of illness or other unusual and substantiated cause beyond the student's control, then they can petition for an incomplete. An incomplete is not given to a student who does not complete the work or final examination except as indicated above. In the absence of substantiated cause, the grade shall be F. Any work left resulting in the incomplete must be completed by the end of the next semester or summer (if the incomplete occurs in the spring semester). If not completed by this time, the grade will automatically become an F.

## **Students on Probation**

A student will be put on probation if his/her grade average falls below a C. If a student on probation does not achieve an average grade of C for the semester, the student will remain on probation for the next semester. If the student has been on probation for two consecutive semesters, he/she cannot enroll for at least the next contiguous semester. This time off should be used for reflection and prayer, seeking the Lord Jesus. The re-admittance policy is similar to that for a student dropped because of non-attendance. In order to return to SLI, the student must have a written petition that addresses:

- The reason for the student not being able to fulfill his/her obligation resulting in probation for two consecutive semesters.
- How the student or the situation has changed so that the student will now be able to fulfill his/her obligation in Spirit Life Institute.
- Other extenuating or pertinent circumstances related to this issue to assure Spirit Life Institute that the student is serious about his/her obligations and have the ability to fulfill them.

The Director of SLI and the Senior Pastor will review this petition. Since SLI is a Christian Institute, we are responsible before the Lord Jesus to assure that Christian maturity and growth becomes a part of the student's life. Therefore, there may be a requirement of a face-to-face interview with the Director, the Emeritus Pastor, the Senior Pastor and another individual such as a faculty member. Upon this petition the student will be kept informed of the process. It is suggested that the student send his/her written petition at least 6 weeks before the start of the semester that the student wishes to return. If the student is allowed to register, the student will

enter on probation for the entering semester. The student will be removed from probation when his/her accumulated grade point average for all courses is C or better.

## Late Policy

Papers and assignments must be turned in on time. Each instructor will determine penalties for late papers and assignments as they see fit. On time assignments demonstrate good planning and a reflection of judging your time. Time with the Lord obviously comes first but on time assignments demonstrate your serious consideration of your time at SLI.

## Non-Formal Instruction Guidelines

Throughout your time at Spirit Life Institute, we hope that every student will have the opportunity to learn in many different ways. A majority of your learning is done through your multiple classroom experiences. These times give you the opportunity to receive instruction, have discussions, and work on individual and group projects. Another very important aspect of learning is by diving in and getting your feet wet in real life ministry. This type of learning is what we call non-formal instruction. Each student pursuing a certificate or diploma is required to complete some non-formal instruction experiences. Listed below you will find the requirements for both the certificate and diploma tracks as well as some of the different types of experiences that qualify as non-formal instruction. All non-formal instruction must be completed by the 14<sup>th</sup> week of the semester the student plans to obtain a certificate or diploma. If you have any questions, or you believe there is something else you would like to suggest as an opportunity please speak to your instructor or call SLI, Louise DeWerd at 608-206-2121. The Director will approve your non-formal instruction.

### Non-formal Certificate Requirements:

Every student at Spirit Life is required to complete a minimum of 75 hours of non-formal training hours for the certificate. The preferable manner is to be involved in an outreach ministry, such as leading a small group, missions' trips, assisting with the youth or teaching a children's ministry class, etc. The student must file a short summary on this activity with his/her mentor.

- Interactive Ministry: Leadership in a small group, home group, youth group or teaching. A specialized agreement will be made with pastoral staff and approved by the Director or your mentor.
- Mission Trips: Participate in a mission trip. This would require sharing the student's testimony.
- Other Functions: Students can also add to their ministry expertise by attending seminars, and other functions.

This program is to involve an outreach ministry, e.g. small groups, mission trips, assisting with the youth, teaching a class, etc. The non-formal training must have a minimum of 75 hours of training. Both the mentor and the student must agree on what is to be accomplished for this activity.

- The student will summarize this agreement in a short paragraph signed by the mentor and then turned into the SLI office. This document will be put into the student file. The mentor and student should have a copy of this agreement.
- The student is responsible for keeping a log of dates, time spent in ministry, event or type of outreach done. This needs to be periodically reviewed by the mentor.

- The student and the mentor shall have periodic meetings during the time of involvement. The student should write a short progress review as to what has happened, including the student's experiences. This written progress review should be done after approximately 25 hours and 50 hours into the program (the intent here is to provide a periodic reflection on the past activities). The mentor should give feedback to the student for the purpose of growth.
- The student will write a final report (at least 2 pages); the report will review the student's entire experience and items learned in the process. The mentor will review this report along with the student's log of a minimum of 75 hours.
- The mentor will provide a pass/fail grade after this report and certify with a short statement the number of hours that the student has completed (a minimum of 75 hours) of non-formal ministry. This statement, together with the final report, will be filed in the SLI office in the student file.

### **Non-formal (internship) Diploma Requirements:**

Those students seeking to receive a diploma from Spirit Life are required to complete an additional 150 hours of training, which generally would include 2 semesters of interning for 5 to 10 hours per week. The non-formal interning aspect is accomplished by the following procedure. Student will have to sign up and agree with mentor as to areas of training. This will be accomplished through a "mentor contract." The mentor will have to be approved by the Director of Spirit Life Institute.

In addition, students desiring a diploma with emphasis in discipleship ("lay") leadership ministry, as opposed to a licensed ministerial position, will intern with a mature lay minister in the general field of life application, e.g. social work, medical sciences, engineering, etc. These students will also need to sign up with a mentor and have a mentor contract approved by the Director of Spirit Life Institute.

The student intern program must include a minimum of 150 hours of training and ministry. This may involve a church internship or a "lay ministry" program as given in the Student Guide and the Course Catalog. It is suggested that periodic meetings with mentor and student take place (e.g. a one-hour meeting biweekly to establish priorities for the weeks).

The Student Intern program is meant to be another aspect of learning whereby the student receives practical experience in real life ministry.

- The student will have to contact the mentor and agree with mentor as to areas of training. This will be accomplished through a "mentor contract" written by the student. The mentor contract should outline the area and details of the internship, and be reviewed by the mentor or the Director of SLI. The mentor will have to be approved by the Director of Spirit Life Institute. Generally, the faculty can be assumed to have approval. Student interns have the opportunity to develop practical skills by working in areas of ministry. Therefore, the mentor and the intern will decide on a project that will be completed by the intern. This is in addition to the normal ministry work experience of the intern.
- The Student Intern is to meet periodically with his / her mentor (e.g. 1 hour per week). This may be accomplished by other than weekly meetings. During the mentoring meetings, the mentor affirms and presses for growth, helps clarify direction, and encourages development as a disciple. During the mentoring program, progress will be evaluated on the intern's project. A short progress report by the student will be given periodically to the mentor. Suggested time period is each month.
- The student will keep a log of dates and time spent in ministry or training on a project. The event will be described along with the outreach done for each time.
- The following experiences are considered to be part of the internship program. Details will be decided by agreement between the mentor and the student intern.

- Orientation of the programs in place and what the mentor is expected to do in his/her time.
- Various work assignments given by the mentor, e.g. preparation of a children's program, hospital visitation, or neighborhood evangelism.
- Outline of a project, e.g. a sampling of the geographics of the neighborhood, or increased interactions with police or fire departments.
- The mentor will give other work assignments.
- At the end of the semester a short summary report on the project will be given to the mentor. Generally, this will be in the form of a short report outlining the problem and the results obtained. The student will also submit his / her log of a minimum of 150 hours.

Note that the "lay Ministry" requirements are essentially the same with the exception that the internship can have the emphasis in discipleship ministry. Also the mentor / student meeting need not be as frequent.

A final report at the end of the internship will be provided to the mentor. This report can include the previous semester end report as a part of it. Also the log of time spent will be turned in to the mentor. The mentor will then provide a pass / fail grade after this report and certify with a short statement that the number of hours the student has completed (a minimum of 150 hours is required). This certification statement, together with the final report, will be filed in the SLI office in the student file. All non-formal instruction must be completed by the 14<sup>th</sup> week of the semester the student plans to obtain a certificate or diploma.

**Please Note:** After the completion of the diploma, district licensing with the International Church of the Foursquare Gospel is a church function and handled by the district offices. Graduation from the institute does not necessarily qualify a person for licensing since the person must meet all of the standards for licensing set by the district office.

## Library

Spirit Life Institute is in the process of developing a resource library for students. There are some volumes in the present library. Use of the library must be pre-arranged. At present library resources have to be used with prior arrangement; your instructor can contact the Institute Director to arrange for use of library resources. The instructor has to make arrangements and be responsible for the library books. Due to the limited supply of books at this time, books must remain in the library at all times. Also note that on line, many students use [www.blueletterbible.com](http://www.blueletterbible.com) for free.

## Office Hours

Throughout the semester the SLI Administrative Office (Chapel Valley Church office) generally will be open Tuesday through Friday from 9AM through 4PM. If you have questions or concerns you may send an e-mail to [louise.dewerd@hotmail.com](mailto:louise.dewerd@hotmail.com) or call her at (608) 206-2121. Office hours may be different than above without advanced notice. If you have a specific problem, please call. Questions can also be answered by sending an email to [spiritlife@chapelvalley.org](mailto:spiritlife@chapelvalley.org).

## Faculty Mailboxes

The best way to communicate with instructors is via e-mail or telephone. Obtain the appropriate contact information from your instructor. Louise DeWerd can aid you if you need other information.

## Registration for Continuing Students

All students are expected to register on the dates set aside for registration. Before registration is complete, students must select classes and all fees must be paid. Continuing students who are unable to finalize registration by the selected date for the semester may complete late registration no later than the first week of regular classes. However, it is possible that some classes may not include enough students and therefore would not be offered. Class attendance is not permitted until registration is complete, which includes financial payment.

Please note that under special arrangements, half of the registration fee is due at the start of class and the other half is due within the first of the month after classes begin.

## Financial Aid

The purpose of providing financial aid for the inexpensive tuition at SLI is to provide course availability to those who recognize a personal need for any of our classes and have a financial need. A course at SLI is an instructive, comprehensive flow of information. This method is very different from Bible study or small group curriculums, which do not include formalized instruction. This comprehensive flow is the primary reason we are a tuition-based institute.

Financial aid may vary, with a maximum amount of \$100 per student each semester for those students enrolled for credit. The amount will be applied directly to the registration only. Application must be made at least 1 month before classes begin each semester. The student will be informed by letter that they can expect the \$100 applied to their registration fee. The student must register to receive the reduction in registration fee.

To apply for this aid, the student must write a letter with the following points addressed: The letter will be reviewed by a 3-person committee, including SLI director and 2 others.

1. The financial reason for the aid
2. The grade point average in SLI (if it is less than 3.0, the reason for the lower grade point average must be given). You can ask Louise DeWerd for your grade point average.
3. The reason that the particular intended course is of particular benefit to the student.

## Tuition Fees

Fees are subject to change so review the present costs. Regular Registration (Registration received on or before date set each semester)

\*1-12 Credits—\$40 per credit

\*12 or more Credits— \$480

Late Registration (Registration received after date for regular registration)

\*1-12 Credits—\$60 per credit

\*12 or more Credits— \$720

- \*Audit and Retake Fee: \$30.00 per credit throughout both registration periods.
- \*Ministers Fee (Minister must hold a valid license): \$25 per class
- \*Faculty or spouse of an instructor can take a class for no fee

If a student brings in additional students to attend a class, the student responsible for referring the class and getting the enrollment will receive a discount per credit no matter the number of students the referring student brings. The discount per credit for the referring student is then \$10 off per credit if the class is taken for credit. This is a per class referral discount and for the semester the referral is made. If the referring student wishes to pass on their savings to another student attending that class the discount for the other student will be allowed, but then the referring student will pay the full tuition price if they are taking the class. If said referring student refers another student for another class, then the referring student will receive another discount per credit for that class no matter how many students the referring student has register.

In the case of audit, the discount would be 10% of the audit price or \$3 per credit for the referring student. Thus, for a 3-credit audit course the tuition would be \$81 for the referring student as opposed to \$90. Again, if the referring student wishes to pass on their savings to another student attending that class that is allowed, then the referring student will pay the full tuition price if they are taking the class. The discount is to encourage students to recommend other students with an incentive.

## Research Paper and Essay Guidelines

### Steps to Writing a Paper

- **Carefully read the instructions** given for the paper in your course assignment. These instructions will give you guidelines for the content and length of your paper.
- **Decide the purpose for your paper.** Ask “What am I trying to accomplish in this paper?” Keeping the purpose of your paper in mind while doing your research will keep you focused on your topic. For example, if you were asked to write a 900 to 1200 word paper on the subject “The Hope of His coming,” first convert this into a purpose statement. “The purpose of my paper is to demonstrate how the Bible, my textbook, (give name and reference), and other sources support the belief that Jesus is literally returning a second time in the future.” This purpose statement should be incorporated into the introduction of your paper.
- **Gather your research materials.** The thoroughness with which you assemble your research materials for your paper will largely determine the quality of the finished work. Make good use of information resources that are at your disposal, i.e. your textbooks, local libraries, SLI library, and the Internet. (Be careful, not all information on the Internet is reliable and true.) Keep track of where the information, facts, quotations, viewpoints, etc. come from. **Remember, if you cannot cite the source, you cannot use it in your paper.**
- **Create a working outline.** You may not be required to turn it in, but an outline always helps you to write a logical and organized paper. The outline will also help you to see how all your points fit together and to eliminate the points that are not relevant to your topic. A research paper should have a minimum of two main points that relate to your purpose. You should use at least two sub-points to develop or support a point in any level of your outline. If you only have one sub point, incorporate it into the main point.
- **Write the first draft.** Papers should have a title page, with the title in the center of the page, your name, course, instructor and date. Type the paper in twelve-point font size, double-spaced, with one inch margins, and numbered pages
- **Revise and re-write.** Reread the instructions given for your assignment to make sure you have included in your paper all the elements that you were instructed to cover. Rewrite for a second draft. Lay the paper aside for a day or some time so you can take a fresh look at it. Read it again to make sure it makes sense and to check for spelling, punctuation, and grammatical errors. It may be helpful to read your paper aloud or read it to someone else to see if it contains any mistakes in writing, logic, or research.
- **Produce the final copy.** Plan well so that it can be turned in well before or at the deadline.

### Paper Guidelines

Papers written for classes at Spirit Life Institute must meet the following guidelines:

12 point Times New Roman Font (or similar style)

1-inch margins on all sides

Double-spaced

## Introduction to using MLA (Modern Language Association Format) for papers

The MLA (Modern Language Association Format) is generally used as the authoritative style guideline for many disciplines in the arts and humanities. The following information is a brief summary of the MLA style for papers taken from the MLA Handbook for Writers of Research Papers, 5th ed (New York: MLA, 1999) and Diana Hacker's A Writer's reference, 4th ed. (Boston: Bedford, 1999) that recommended that citations be given in the text of a paper rather than in footnotes or endnotes.

### In-Text Citations

When referring to sources within the text, here are some of the most common ways to cite information:

1. **Name the author in a signal phrase...** Introduce your material with a phrase that includes the author's name. The page number then follows in parenthesis and then the period follows. E.g. Johnson claims that "the Aloha Festival on Oahu boasts the best parade in Hawaii" (73).
2. **Author not named in a signal phrase ...** If the phrase does not include the author's name, place name in parenthesis followed by page number. E.g. Though only two hours, the parade takes many hours to organize behind the scenes (Johnson 74).
3. **Two or more works by the same author....** If you use two or more sources from the same author, include the title of the work in your sentence or in abbreviated form in the parenthetical reference. E.g. In her article "Inflatable Devices," critic Christy Magita reports a high incidence rate of an accident on out-of home use (25).
4. **Two or Three Authors for a single work** If your source has two or more authors, name them within the sentence or include the name in the parenthetical reference. E.g. Slater and Dunbar acknowledge that dumping illegal substances into the water sources has dire consequences (335).
5. **Four or more Authors...** Use "et al." (Latin for "and others") to acknowledge all of them. E.g. After two years of study, the researchers still were no closer to an answer (Slater et al. 356).
6. **Unknown Author...** If the author is not given, use the complete title in a phrase or a shortened form of the title in the parentheses. E.g. In Hawaii, tree frogs are rapidly on the increase ("Frogs" A18).
7. **The Bible...** If the book of the Bible you are citing does not appear in the phrase, include it in parentheses along with the chapter and verse. e.g. Consider the words of Solomon: "If your enemy is hungry give him bread to eat: and if he is thirsty, give him water to drink" (Prov.25.21).

### Works Cited

A list of works cited appears at the end of your research paper and gives detailed information for each source that you cited in your paper. This "Works Cited" page must also have your last name and page number at the top right- hand side with all the works listed in alphabetical order. If there are more than one source by the same author, list the oldest year first. Do not include sources that you have read but do not cite in your paper. Do not indent the first line of each source but every line thereafter for that citation.

### Books

1. **Basic format for a Book...** Divided into three units with periods following each unit:

- 1) author's name, last name first; 2) title and subtitle, italicized; and 3) place of publication, publisher, and date.
2. **Two or three authors...** If a book has more than one author, name the author that appears first on the title page; reverse only the name of the first author.  
E.g. Small, Roger, and Linda Calk. *Alter Englishes*. Hawaii: Bamboo Ridge Press, 1993.
3. **Four or more authors...** Cite only the first author followed by et al.  
Hanger, Dillan, et al. *This was is Up*. Cambridge: Harvard UP, 1998.
4. **Editors...** If a book is edited by an editor, use "ed" or editor; if two editors, use "eds"  
E.g. Kimball, Jim and Jeff Carol, eds. *Shorty Short Stories*. New York: Bantam Books, 1994.
5. **Unknown author...** Begin with the title (exclude A, An or The).  
E.g. *Oxford Essential World Atlas*. New York: Oxford UP, 1996.
6. **The Bible...** The Bible is not included in the list of works cited. To indicate the version you are citing, do so in the text.
7. **Encyclopedia or Dictionary...** Simply list the author (if there is one), title or article, name of reference.  
E.g. "Egypt" Encyclopedia Britannica. 16th ed. 1998.

### Articles

1. Article in a monthly magazine... List author, title, name of magazine, month, year and page numbers of the entire article. Abbreviate names of months.  
E.g. James, Kendall. "Moving toward the Promise." *LinguaFranca* Jan 1998:34-51.
  2. Article in a weekly magazine... Same as above but with exact date(day, month, year)  
E.g. James, Kendall. "More Promises." *Newsweek* 23 Mar. 1999:57-59.
  3. Article in a journal paginated by volume... Many professional journals continue page numbers throughout the year instead of beginning each issue with page 1 and break their issues by volume. Insert the volume number after the title of the journal, then the date in parenthesis, then and the page numbers.  
E.g. James, Kendall. "Reading into Words." *Composition and Rhetoric* 4 (1998): 344-57.
  4. Article in a newspaper... Same as other articles except for the page number. Use of the section letter and plus sign (+) after the page number if he article does not appear on consecutive pages.  
E.g. Hill, John. "Calling your Valentine." *Seattle Times* 14 Feb. 1999: A2.
- The above examples are the most common cases for citations. For more specific cases, refer to the MLA Handbook or Diana Hacker's A writer's reference.

### Sacred Texts

The *MLA Handbook* does not directly address the matter of quoting from sacred texts. It does contain a list of abbreviated titles (see below) that should be used in the parenthetical citation of books of the Bible, however. This *Guide for Writing Research Papers* suggests that once it is clear which edition or version of the Bible (or other sacred text) you are using — which you can establish within the text of your paper, within a footnote, or in the Works Cited page (see below) — parenthetical documentation of quoted language from the scriptures needs to include the book, chapter, and verse.

#### For the Works Cited Page

The Holy Bible. Revised Standard Version. New York: New American Library, 1962.

Holy Qur'an. Trans. M. H. Shakir. Elmhurst, NY: Tahrike Tarsile Qur'an, n.d.

The titles of sacred scriptures are generally neither italicized nor underlined.

#### In-text Citation

The prophet says that good and bad measures will be dealt by God with a just hand: "For thus says the Lord: Just as I have brought all this great evil upon this people, so I will bring upon them all the good that I promise them" (Jer. 32.42).

If the book of the Bible (or other sacred text) is clear from the context, only the chapter and verse need be cited.

**The MLA Handbook suggests the following abbreviations for books of the Bible.**

**Old Testament (OT)**

Gen. Genesis  
 Exod. Exodus  
 Lev. Leviticus  
 Num. Numbers  
 Deut. Deuteronomy  
 Josh. Joshua  
 Judg. Judges  
 Ruth Ruth  
 1 Sam. 1 Samuel  
 2 Sam. 2 Samuel  
 1 Kings 1 Kings  
 2 Kings 2 Kings  
 1 Chron. 1 Chronicles  
 2 Chron. 2 Chronicles  
 Ezra Ezra  
 Neh. Nehemiah  
 Esth. Esther  
 Job Job  
 Ps. Psalms  
 Prov. Proverbs  
 Eccles. Ecclesiastes  
 Song Sol (also Cant.) Song of Solomon  
     (also Canticles)  
 Isa. Isaiah  
 Jer. Jeremiah  
 Lam. Lamentations  
 Ezek Ezekiel  
 Dan. Daniel  
 Hos. Hosea  
 Joel Joel  
 Amos Amos  
 Obad. Obadiah  
 Jon. Jonah  
 Mic. Micah  
 Nah. Nahum  
 Hab. Habakkuk  
 Zeph. Zephaniah  
 Hag. Haggai  
 Zech. Zechariah  
 Mal. Malachi

**New Testament (NT)**

Matt. Matthew  
 Mark Mark  
 Luke Luke  
 John John  
 Acts Acts  
 Rom Romans  
 1 Cor. 1 Corinthians  
 2 Cor. 2 Corinthians  
 Gal. Galatians  
 Eph. Ephesians  
 Phil. Philippians  
 Col. Colossians  
 1 Thess. 1 Thessalonians  
 2 Thess. 2 Thessalonians  
 1 Tim. 1 Timothy  
 2 Tim. 2 Timothy  
 Tit. Titus  
 Philem. Philemon  
 Heb. Hebrews  
 Jas. James  
 1 Pet. 1 Peter  
 2 Pet. 2 Peter  
 1 John 1 John  
 2 John 2 John  
 3 John 3 John  
 Jude Jude  
 Rev. (also Apoc.) Revelation  
 (also Apocalypse)

### WWW Sites (World Wide Web)

To cite files available for viewing/downloading on the World Wide Web, the MLA suggests giving the following information, including as many items from the list below as are relevant and available.

**\*\*NOTE:** Not all web bases sources are accurate or reliable. Never make a strong point based only on a web source.

1. Name of the author, editor, compiler, or translator, reversed for alphabetizing and followed by an abbreviation such as ed., trans., if appropriate
2. Title of the article, poem, short story with the scholarly project, database, periodical; in quotation marks, followed by the description online posting
3. Title of a book (underlined)
4. Name of the editor, compiler, translator, if not cited earlier. Publication information for any print version of this resource (if such a thing exists)
5. Title of the scholarly project, database, periodical or professional or personal site (underlined); or, for a site with no title, a description such as Home page
6. Name of the editor of the scholarly project or database (if available)
7. Version number of the source (If not part of the title) or other identifying number
8. Date of electronic publication, of the latest update, or of posting
9. Page numbers or the number of paragraphs or of other numbered sections of the material (if any)
10. Name of any institution or organization sponsoring or associated with the web site
11. Date when the researcher found access to this resource
12. Electronic address, or URL, of the resource (in <angle brackets>). It is no longer considered necessary to include the protocol (http://) for a WWW download, since most browsers will work without including that protocol. If possible, however, show the URL (Uniform Resource Locator) of the web-site in its entirety without break or inappropriate hyphens at line-endings and without spaces. (Provide the URL its own line if necessary.)
13. Note, also, that spelling and, sometimes, even decisions about which case to use can be critically important in reporting URLs.

### For the Works Cited Page

#### Scholarly Project

*The Avalon Project: Articles of Confederation, 1781.* Co-Directors William C. Fray and Lisa A. Spar.

1996. Yale Law School. 2 Dec. 1997 [www.yale.edu/lawweb/avalon/artconf.htm](http://www.yale.edu/lawweb/avalon/artconf.htm).

#### Professional Site

*Guide to Grammar and Writing.* Capital Community College. 2 Dec. 1997 [webster.commnet.edu/HP/pages/darling/grammar.htm](http://webster.commnet.edu/HP/pages/darling/grammar.htm).

#### Personal Site

Jascot, John. Home page. 1 Dec. 1997 [www.ccc.comnet.edu/faculty/~jascot/jascot.htm](http://www.ccc.comnet.edu/faculty/~jascot/jascot.htm)

#### Book Published Online

Du Bois, W.E.B. *The Souls of Black Folk.* Chicago, 1903. *Project Bartleby.* Ed. Steven van Leeuwen.

Dec. 1995. Columbia U. 2 Dec. 1997 [www.cc.columbia.edu/acis/bartleby/dubois/](http://www.cc.columbia.edu/acis/bartleby/dubois/).

**Poem**

Dunbar, William. "The tretis of the twa mariit women and the wedo." *The Poems of William Dunbar* Ed.

James Kinsley. Clarendon Press, New York. 1979. *University of Virginia Library Electronic Text Center*. Ed. David Seaman. Jan. 1994. U. of Virginia. 2 December 1997

etext.lib.virginia.edu/etcbin/browse-mixednew?id=DunMari&tag=public&images=images/modeng&data=/lv1/Archive/mideng-parsed.

**Article in an Online Journal**

Fitter, Chris. "The Poetic Nocturne: From Ancient Motif to Renaissance Genre." *Early Modern Literary Studies* 3.1 (Sept. 1997): 60 pars. 2 Dec. 1997 [www.humanities.ualberta.ca/emls/03-2/fittnoct.html](http://www.humanities.ualberta.ca/emls/03-2/fittnoct.html).

**In-text Citation**

In parenthetical citations, you will treat online resources the same as you would treat other kinds of resources, according to their type (book, journal article, etc.). The key, remember, is to provide the means necessary for your reader to discover and share in what you have found, whether those resources can be found on a library shelf or in cyberspace. As Fitter points out, "Landscape description in this period is in transition, from traditional paysage moralisé to pictorialism, and verse such as Saint-Amant's *La Solitude*, for instance, anticipates Romantic "moodmusic" in the age of the emblem book" (59).

**EBSCO or other online source of full-text articles**

To cite full-text articles appearing in online resources such as EBSCO, Periodicals Abstracts, Newspaper Abstracts, or Health Index, list the name of author (if given), title of article, title of journal (or other kind of resource), volume and issue number, date of publication, number of pages or *n.pag* (for no pagination), publication medium (*Online* or *CDrom*), name of the computer network (*EBSCO, Periodicals Abstracts, etc.*), date of access (the date that you actually discovered the material).

**For the Works Cited Page**

Anderson, J. "Keats in Harlem." *New Republic* 204.14 (8 Apr. 1991): n. pag. Online. EBSCO. 29 December 1996.

**In-text Citation**

"No earlier period in black literature had been so self-confident, so mass-conscious, so indifferent (for the most part) to conventional social judgment" (Anderson).

**Preparing a Works Cited Section**

Once you have found the sources you intend to use, you will need to identify them for your reader. For each BOOK you use, write a separate listing (on an index card or in some handy format available in your laptop computer or your notebook — whatever is convenient and cannot be lost), giving:

1. the name of the author or authors;
2. title;
3. editor, translator, compiler, if any;
4. edition, if it is not the first (i.e., 2nd ed., rev. ed.);
5. place and date of the book's publication; and
6. the name of the book's publisher.

You might also note on this listing how this source was (or could be) particularly helpful in your research.

*For example:*

Mumford, Lewis. *The Highway and the City*. New York: Harcourt Brace and World, 1963.  
Pikarsky, M. and Christensen, D. *Urban Transportation Policy and Management*. Boston: D.C. Heath, 1976.

Write a separate listing for each article from a magazine or journal. Include

1. the name(s) of the author(s);
2. the title of the article;
3. the title of the periodical;
4. the date of the issue in which the article appears;
5. and the pages on which the article you are referring to appears.

*For example:*

Prin, Dinah. "Marriage in the '90s." *New York* 2 June 1990: 40-45.