Anglican Diocese of Fredericton
Formation Programme Submissions and Projects

Written Submissions - Basic Standards

REFERENCES ARE ABSOLUTELY NECESSARY! Plagiarism is using or closely imitating another author's language, thoughts, ideas, or expressions as if they were your own without reference.

The minimum elements to be included are:

Title page: Includes the author's name, date, subject, title (and subtitle), instructor(s)
Outline: Numbered outline/overview of the shape and flow of the content
Content/Body: Introduction/body/conclusion(s). Ideally 12 pt font, double-spaced, page-numbered. (Single spacing for quotations)
Footnotes/Endnotes: Reference specific quotations or ideas included in the content/body
Bibliography: Lists all sources used, including background for the subject.

Footnotes [bottom of each page] Endnotes [separate page after content section]
Superscript references in content point to more information about the source of the quotation/idea being used.

Footnotes / Endnotes
Book example
1. William J. Smith, Critical Theological Way Points (6th ed.), Canadian Theological Press, 2009, p.66.
Journal example
2. Delmont Cordova, Theological perspectives on social services, Journal of Theology, p. 717
Website example
3. Folk Arts Society: Living our Traditions. The Folk Arts Society, n.d. Web. 27 Sept. 2010.

Bibliography
Book example
Critical Theological Way Points (6th ed.). Canadian Theological Press (2009): Toronto, Ontario. William J. Smith.
Journal example
Cordova, D., & Bilma, M. (2001). Theological perspectives on social services: a way forward, Journal of Theology, 88(4), 715-730
Website page or document example
Rose, Crystal. How to Write Citations and Bibliographies in MLA Style (7th Edition). Memorial University Libraries. Memorial University of Newfoundland, 12 Dec. 2011. Web. 9 Jan. 2012.

Other project possibilities:
•   Slide presentation for use in a ministry training situation with description of the project
•   Plan and original materials developed for ministry with a group
•   Interview/survey project to prove or disprove a thesis or assumption about some aspect of congregational/church life

Proposals for topics, submissions or projects outside of the suggested ones need to be approved in consultation with the instructor(s).