

Permanent Diaconate Program
Guidelines for Term Papers
(updated 11/15/07)

The following guidelines will assist you in the preparation and writing of your six short term papers as part of the requirements for the Permanent Diaconate Program.

1. Papers for texts read during the fall semester are due by **December 15** of the same year, and papers for texts read during the spring semester are due by **May 15** of the same year.
2. The paper should be between 7-10 pages, typed and double-spaced with 12-point font size.
3. The paper should make use of parenthetical references when citing the text, that is, quotations taken directly from the book should be followed by a set of parenthesis within which is the page number referencing the quote.
4. The first one or two paragraphs are to be devoted to basic information concerning the text: that is, the author and date of the text, its publisher, the intended audience, the text's literary genre, and any other information that you think helps locate the book in its proper context.
5. The paper is neither a research paper nor a reflection paper, though you certainly will have to do some reflection.
6. Think of your paper as an in-depth book review. You may want to organize the paper in a manner that reflects how the book is arranged (according to chapters) or along major themes presented in the book. You need not retell everything that is contained in the book. However, the paper should demonstrate that you have read, digested, and reflected upon the text. Good writing skills are important as well. Personal reflection on the text is welcome.
7. Quote sparingly from the text to make a point or support your argument. Avoid lengthy quotes from the text.
8. Be creative.
9. Papers can be sent via post or email:

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