

**EFCA Board of Ministerial Standing**  
**Paper Guidelines**  
**June 2004**

1. Papers will be written on the customary 8 ½ by 11 paper.
2. There should be one-inch margins on all four edges of the paper, with a justified right margin.
3. The text should be double-spaced, except for block quotations which are single-spaced. Please use 12-font, Times New Roman.
4. All pages should be numbered on the bottom in the center.
5. Footnotes/Endnotes are not encouraged since this is to be a paper setting forth the candidate's beliefs. If something must be noted, footnotes rather than endnotes are to be used. A bibliography is not necessary, but if a candidate wants to include those books used or consulted, that is permissible.
6. Length of Paper
  - ❖ License Leading to a Permanent Credential – not less than 15 and no longer than 20
  - ❖ Certificate of Christian Ministry – not less than 25 and no longer than 30
  - ❖ Certificate of Ordination or Transfer of Ordination – not less than 25 and no longer than 30
  - ❖ Lay Ministry Certificate – not less than 15 and no longer than 20 (this has not been stated in the past)
  - ❖ Student Ministry Certificate – not less than 15 and no longer than 20 (this has not been stated in the past)
7. For the license leading to a Permanent Credential, and the Certificates of Lay Ministry and Student Ministry, please send one copy of the paper and council minutes, and copy them on both the front and back sides. Like the paper, we also want the council minutes to be numbered. Please make sure that you send the corrected, final copy of the candidate's paper, including any recommended changes required by the council.
8. For the Certificates of Christian Ministry and Ordination, including Transfer of Ordination, please send four copies of the paper and council minutes, and copy them on both the front and back sides. Like the paper, we also want the council minutes to be numbered. Please make sure that you send the corrected, final copy of the candidate's paper, including any recommended changes required by the Council.
9. This primarily addresses the form and structure of the paper. The content of the paper is still to follow the guidelines from 1998. We are, however, in the process of updating the guidelines as well.

(The paper guidelines follow closely Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6<sup>th</sup> ed. (Chicago: University of Chicago Press, 1996).)