

Holos University Graduate Seminary Guidelines for writing a "Scholarly" Paper

These are brief guidelines for writing a scholarly paper. It is not a complete guide, but aims to outline some of the most commonly misunderstood aspects of such a paper. As an over-all guide to writing such a paper the student might ask, "Is this paper written in such a style that it could be submitted for publication in a scholarly journal such as The Journal of Transpersonal Psychology? For reference, read some of the articles published there and in other refereed journals.

1. Statements that set forth an opinion, philosophy, or belief must be identified as to their source. If you are stating your belief or opinion, make that clear. You might preface such a statement with, "In my opinion", or "I have come to believe". If you are stating some other source, reference that source in an endnote or as an integral part of the text.
2. Be clear about whether you are offering a direct quote from a specific source or are paraphrasing that source. Use quotation marks or offset the text in the body of the paper.
3. If you are paraphrasing the source, be sure that the statements you make are at least as clear as those used in the original source - and be particularly mindful not to "put words in the mouth" of another author.
4. Unless you off-set the quote and put the author's name at the end, it is helpful to the reader if you identify the source as an integral part of the text. EXAMPLE: Maslow states that, "...". Whichever method you use, follow the quote with the endnote number. You know who you are quoting, but the reader does not and, in most cases, the reader should not have to thumb to the endnotes to find out.
5. When making a statement that encompasses multiple sources such as, "Many religious and esoteric writings would agree that" Follow that statement with a few specific quotations from some of those sources.
6. You are welcome to put any relevant information from any source in your paper, as long as you reference the source. However be mindful about projecting your opinions or beliefs as "facts". The majority of church sermons that are broadcast on Sunday mornings are full of this sort of projection. Channeled information also has a tendency to be re-stated in a paper as if it were "factual". This approach ignores most of the tenants stated in one through four above, and does not belong in a scholarly paper.
7. Begin your paper with an introductory paragraph that lets the reader know what subjects you will be addressing in the paper.
8. End your paper with a concluding paragraph that ties together the major concepts you have addressed in the paper.