MINISTRY
Training Academy

FORMATTING REQUIREMENTS

For reflection papers, projects, and final papers, appropriate form and grammar will be considered in grading the student's work.

All papers must use 12pt Times New Roman font for the body of the paper and 10pt for footnotes. Line spacing must be double throughout. Margins must be 1 inch all round. Page size is to be set for US letter.

Electronic submittals are to be in Microsoft Word, Apple Pages or PDF format. Use the full name of your file as the subject for your electronic submittal.

All submitted work must have a cover page that does NOT count towards the number of pages or words required for the assignment.

A template for the cover page can be seen in the file called "MTA Cover Page Template."

Electronic File Naming Conventions

When a file is submitted, it is to be named accordingly:

[Course Code] – [Assignment Code] – [Surname, First Name] – [Date Submitted (mmmm dd, yyyy)]

For example, if I were submitting questions for the pre-class assignment for Old Testament Survey on April 6, 2016, I would name the file:

OTS – Q – Pocta, Dave – April 6, 2016

COURSE CODES

Biblical Interpretation	BI
Biblical Preaching	BP
New Testament Survey	NTS
Old Testament Survey	OTS
Making a Disciple of Jesus	MDJ
Christ & Culture	CC
Church History	CH
Church Leadership	CL
Marriage & Family	MF
Spiritual Formation	SF
Biblical Interpretation Application	BIA
Biblical Counseling	BC
Marriage & Family	MF

ASSIGNMENT CODES

Reflection Paper	RP
Questions	Q
Final Exam	FE
Final Project/Paper	FP