CHECKLIST FOR SIPS IN THE DEPARTMENT OF RELIGION

☐ COVER PAGE. Center your title and name in the box of the SIP folders (available in the bookstore). If you are skilled at page layouts, you can combine the cover page and the title page.

☐ TITLE PAGE. Use 12 point font, no larger or smaller and space on the title page.

  Title centered on page,
  and it can be split on two lines
  Name, Quarter, Year of Completion

  Advisor:
  Dr. XXX XXX

  Department of XXXX, Kalamazoo College

  A paper submitted in partial
  fulfillment of the requirements for
  the degree of Bachelor of Arts
  at Kalamazoo College

☐ TABLE OF CONTENTS. Should be centered on the page both vertically and horizontally. Use “period leaders” to connect the section titles to the page numbers. All pages up to the start of the actual SIP should be numbered with Roman numerals at the bottom of the page (centered), except the title page which should remain blank.

☐ PREFACE. This is where you acknowledge anyone whose assistance and support you would like to recognize. Whatever you want to write here is fine; there are no “requirements” for a Preface.

☐ INTRODUCTION, BODY, AND CONCLUSION. Check for accurate citation formats, pagination, and “widows/orphans.” The Religion Department uses Chicago footnote style (Chicago A or “N(otes) and B(ibliography)” in our handout on our web page).

☐ APPENDICES. Title each appendix and number pages continuously.

☐ BIBLIOGRAPHY. Proper citation format, Chicago Bibliography style (“B”).