

Maryland College Guidelines for Submitting a SRICF Grade Advancement Paper

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These guidelines have been adapted and derived from the academic standards established by the SRICF publication, *Ad lucem*. For many of our SRICF members, a grade advancement paper may be the first academic paper which they have undertaken. The following guidelines are intended to assist a new Maryland College author in the preparation of their research paper(s).

Paper Content

The preferred content of submitted papers includes those having topics related to Freemasonry in General and papers related to Rosicrucianism, the Kabbalah, and Alchemy are preferred, as are any historical accounts of the evolution of early Rosicrucianism. Other topics such as historical and biographical accounts are allowed by the Maryland College. If you have a question concerning the relevance of your topic, contact our College. Please note the following when constructing your paper, our College:

- Does not edit papers which have been submitted only as outlines.
- Does not modify poorly written papers to make them acceptable.
- Does not find references for authors.
- Will correct minor spelling and grammatical errors for editing/publication.

In short, it is up to the author to provide a well-written and well-researched topic. Again, if you have questions, contact our Maryland College.

Paper Format

- Your paper should be formatted in MS Word, Times New Roman 12 font.
- It is preferable not use headers or footers.
- Keep the text as simple as possible. Do not include paragraph or special formatting.
- Notes and citations must be included in the document as endnotes or footnotes. (Note: If you are planning a paper to be later sent as a contribution to the SRICF *Ad Lucem*, footnotes will need to be converted to endnotes as the publication only accepts endnotes.)
- Use black text.
- Indent the first word of each paragraph.
- Line spacing should be set to 1.5 spaces. (Note: For reference, a single-spaced MS Word page will have approximately 550 words. A 1.5 spaced MS Word page will have approximately 375 words.) Our Maryland College papers for grade advancement should be at least 1,500 words (4 pages) up to a maximum of about 4,500 (12 pages) words. The "reading version" of the paper should last about 15 minutes. The upper end of 4,500 words would be a solid piece of research with plenty of notes and citations.
- Images can be included in a research paper but should have applicable identifiers in the text so that the reader can correlate the two. While images may impact the page count, they do not impact the number of words required. (Note: There are additional image requirements for submitting a paper to *Ad Lucem*. See below.)
- Use page numbers.
- Papers should have a minimum of five (5) sources. These may be from any published book, article from a reputable journal/magazine, or other sources of your choice. (Of note, while

online encyclopedias (e.g. Wikipedia) are not considered reputable as source material, further researching the cited sources within a Wikipedia page may derive credible sources.)

References

- Citations are required for all papers and should be included in the footnotes or endnotes. Where possible use APA style for formatting citations (reference: ADA <https://www.mendeley.com/guides/apa-citation-guide/>.
Example: (Author's surname/initial(s). (Date Published). Title of Source. Location of Publisher:Publisher.)
- If citing internet sources, reference: <https://www.student.unsw.edu.au/how-do-i-cite-electronic-sources>.
Example: (Author's surname/initial(s). (Date Published). Title of Website. URL. Date Accessed.)
- The author is solely responsible for reliably sourcing the content of his paper.
- For other presentations, not in the form of papers (e.g. speeches derived of other people's work, slideshows containing images not taken by the presenters, etc.) citations of the originator of the work are still required to protect intellectual property.
- Papers must comply with applicable copyright laws and must cite sources for information derived from another's work, in conformity with both our Masonic obligations and laws on intellectual property (i.e. plagiarism.)

Use of Quotations

- Lengthy quotations should be avoided. Good practice is not to use more than two paragraphs of quotes to support any single idea. Be sure to include references for quotations to identify the source where the actual content may be found.
Example: (Speaker last name, Initials. (Year, Month Day). *Speech title* [Speech audio recording]. Website Name. URL.)

Author Information

- Please include your full given name (not your motto), your Rosicrucian Grade, and the Maryland College beneath the paper title. (See example at the top of these instructions.)

Inform our Maryland College of the subject of your research paper so that we're aware of it and so that suggestions can be made if the topic seems too broad or narrow.

Please advise the Maryland College Secretary when your paper is ready for presentation, and include a brief overview so we can schedule its presentation and include the description in the communication.

Ad Lucem Guidance for Submitting Images

- If you have images, send them in a separate file. Each illustration should be identified in the text and in the image file by the same name. In the text use brackets around an image place holder. Example [insert "SRICF image #1" here]. The image file should contain a corresponding image name "SRICF image #1".
- Images should not be larger than 550 pixels wide.
- Image should not be less than 300 dpi and no greater than 600 dpi.