

TITLE

STUDENT NAME

COURSE, COHORT

INSTRUCTOR

DATE

Materials, font and structure

- Typed, **double-spaced** on standard-sized paper (8.5" x 11")
- 1" margins on all sides
 - Left-align the text
 - Indent the first line of each paragraph
- 12 pt. Times New Roman font
- Create **Page header** at the top of every page.
 - Insert page numbers flush right. All pages are numbered.

Major Paper Sections

Your essay should include **three** major sections: the **Title Page**, **Main Body**, and **References**.

Title Page

- All text on title page should be double-spaced.

Reference Citations in Text

Using the References tab in Word you can correctly place your in text citation after your quotation or paraphrase. You will include the author's name and date published in parenthesis. (American Psychological Association, 2005)

- Exact quotes will be cited directly after quotation (last name, year)
- If the paraphrased information in a paragraph comes from multiple sources, cite all sources at the end of the paragraph in the following format (last name, year; title website, current year; company, year)

References Page

Appears at the end of your paper and provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper.

- Begins on a new page separate from the text of your paper
- Label the page "**References**" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title)
- Text should be double-spaced just like the rest of your paper
- Each source you cite in the paper must appear in your reference list
- Each entry in the reference list must be cited in your text (The Writing Lab, The OWL at Purdue & Purdue University, 2011)
- Type first line of each entry flush left and indent any additional lines one-half inch
- To correctly list each resource, you may use one of the following methods:
 - Use the References Tab in Microsoft Word to insert citations and build your References page

References

American Psychological Association. (2005). *Concise Rules of APA Style*. Washington, DC:

American Psychological Association.

Capella University. (2006, September 28). *APA Style and Formatting Module*. Minneapolis, MN,

USA.

Hacker, D. (n.d.). *Research and Documentation Online 5th edition*. Retrieved November 11,

2011, from Bedford/St. Martin's:

http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch09_s1-0008.html

The Writing Lab, The OWL at Purdue & Purdue University. (2011). *Reference List: Basic Rules*.

Retrieved November 11, 2011, from Owl Purdue Online Writing Lab:

<http://owl.english.purdue.edu/owl/resource/560/5/>