Title
Author
Author Affiliation

Page Break:
Instead of hitting the ENTER key until you create a new page, go to “Page Layout” and click “Breaks” and choose “Page Break”.

It will automatically go to the next page for you and prevent odd layout displays on this and subsequent pages.
Abstract

The summary begins at the left-hand margin with no paragraph indentation. The abstract is a summary of the most important points of the paper told in between 150-250 words. It is told in third-person point of view. The abstract should include only the most important concepts, findings or implications of the document it is summarizing. There should be 2 spaces between ending periods.
Title of Paper

Begin your paper with the introduction. The active voice, rather than passive voice, should be used in your writing.

This template is formatted according to APA Style guidelines, with one inch top, bottom, left, and right margins; Times New Roman font in 12 point; double-spaced; aligned flush left; and paragraphs indented 5-7 spaces. The page number appears one inch from the right edge on the first line of each page, excluding the Figures page.

Headings & Subheadings

<table>
<thead>
<tr>
<th></th>
<th>Centered, Boldface, Uppercase and Lower Case Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Flush Left, Boldface, Uppercase and Lower Case Heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase heading, ending with a period.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, boldface, italicized, lowercase heading, ending with a period.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, italicized, lowercase heading, ending with a period.</td>
</tr>
</tbody>
</table>

In Text and Parenthetical Citations

Source material must be documented in the body of the paper by citing the authors and dates of the sources. The full source citation will appear in the list of references that follows the body of the paper. When the names of the authors of a source are part of the formal structure of the sentence (in text), the year of the publication appears in parenthesis following the identification of the authors, for example, according to Smith (2001) or according to Smith and Walker (2001). When the authors of a source are not part of the formal structure of the sentence and are in parenthetical format, both the authors and years of publication appear in parentheses, with an ampersand (&) before the last name (if more than one author), separated by semicolons at the end of the statement-- for example (Smith & Jones, 2001; Anderson, Charles, & Johnson, 2003).
When a source that has two authors is cited, both authors are cited every time. When a source that has three to five authors is cited, all authors are included the first time the source is cited. When that source is cited again, the first author’s surname and “et al.” are used, for example (Smith, Jones, & Miller, 2001) the first time and (Smith et al., 2001) the second time. If there are six or more authors to be cited, use the first author’s surname and “et al.” the first and each subsequent time it is cited, for example, Smith et al. (2008) if it is an in text citation and (Smith et al., 2008) when it is in the parenthetical format.

When a direct quotation is used, always include the author, year, and page number as part of the citation. A quotation of fewer than 40 words should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence. A longer quote of 40 or more words should appear (without quotes) in block format with each line indented five spaces from the left margin. Cite the source, page or paragraph number at the end after the final punctuation.

Page Break:

Instead of hitting the ENTER key until you create a new page, go to “Page Layout” and click “Breaks” and choose “Page Break”.

It will automatically go to the next page for you and prevent odd layout displays.
References


How does this indentation work?

In Word, select the references and right-click them. Choose Paragraph…

Under “Indentation” select “Hanging” at right.
FORMAT OF REFERENCE ENTRIES

Entries are double spaced and organized alphabetically by surnames of first authors and are formatted with a hanging indent. Most reference entries have three components:

1. Authors:
   Authors are listed in the same order as specified in the source, using surnames and initials. Commas separate all authors. When there are seven or more authors, list the first six, add an ellipsis, then add the final author. If no author is identified, the title of the document begins the reference.

2. Year of Publication:
   In parenthesis following authors, with a period following the closing parenthesis. If no publication date is identified, use “n.d.” in parenthesis following the authors.

3. Source Reference:
   Includes title, journal, issue number, volume, pages (for journal article) or title, city of publication, publisher (for book).

ADDITIONAL INFORMATION

A. Articles found on a database do not need to include database information. Treat them as a printed journal or periodical.

B. Articles found on the internet (not a database) should include the article’s URL.

C. Include the DOI (digital object identifier) if one is assigned to the article. (See The Publication Manual of the American Psychological Association, p. 187-189.) If no DOI is provided, find the home page URL for the journal and include it.
Appendix

Each Appendix appears on its own page.
Footnotes

1Complete APA style formatting information may be found in the Publication Manual.
Table 1

*Type the table text here in italics; start a new page for each table*

[Insert table here]
Figure Captions

*Figure 1.* Caption of figure