

| TITLE PAGE |
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| Running head: SHORT ALL CAPS TITLE. This is flush left, 1/2 inch from the top. Title should match the title of the paper. However, it can be shortened if required (recommended length is less than 50 characters including spaces). |
| Page number, flush right on same line as running head. |
| Full title in title case. Double spaced, centered, upper half of the page. Times New Roman 12 pt. font. No other formatting (bold, italics, or underlining) |
| Name. Double spaced, centered under title. Times New Roman 12 pt. font. No other formatting (bold, italics, or underlining). |
| Name of university. Double spaced, centered under name. Times New Roman 12 pt. font. No other formatting (bold, italics, or underlining). |
| Plagiarism statement where applicable. |
| GENERAL |
| The header on each page after the title page contains the title in all caps, starting from the left margin. The Header matches that provided on the title page. However, the words "Running head" only appear on the title page. |
| Page number, flush right on same line as running head. |
| Entire document double spaced. Spacing between sentences is two spaces. |

Paragraphs in the body of the paper are indented 5-7 spaces or one tab stop.

Margins are 1 inch on all sides, top, bottom.



| HEADINGS |
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| Level 1: Centered, Boldface, Uppercase and Lowercase Headings. |
| Level 2: Left-aligned, Boldface, Uppercase and Lowercase Heading. |
| Level 3: Indented, boldface, lowercase heading with a period. |
| Level 4: Indented, boldface, italicized, lowercase heading with a period. |
| Level 5: Indented, italicized, lowercase heading with a period. |
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| ABSTRACT |
| The abstract appears on Page 2 of the paper, after the title page. Not all academic papers require an abstract. |
| The title, Abstract, is centered, 1 inch from the top of the page. It is not in bold. Times New Roman standard 12 pt. font. |
| The abstract is 150-250 words and is block style aligned to the left. |
| LISTS |
| Lists can be enumerated or bulleted. For short lists, use the format, (a), (b), etc in a single sentence. For a list of longer sentences, use a list format: a) b) c) |
| Rullets can be used if they better represent the contents of the list |



CITATIONS

| All sources cited in the paper text are also in the References list with the exception of classical works and personal communications. |
|--|
| Direct quotations include the name of the author (or title if no author), date of publication, and specific page or paragraph number of source. |
| All quotations < 40 words are enclosed in quotation marks. The in-text parenthetical phrase comes before the ending punctuation. |
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| When more than six authors contributed to the source, the first author is noted followed by the Latin phrase et al. |
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| References are listed in alphabetical order. |
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| Titles of books, journals, and technical reports are given in italics, as are journal titles and volume numbers. |
| Titles of books, journal articles, and websites are in lower case except for the first word after a colon and any proper nouns. |





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| The title of article that is extracted from a webpage on a larger website is not italicized. Likewise, journal article titles and book article titles are not italicized. | | | | |
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| If a citation ends with a URL, all hyperlinking (blue, underline) is removed and there is no period at the end of the hyperlink. | | | | |
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| FIGURES | | | | |
| Figures are numbered with Arabic numerals (Figure 1, Figure 2, Figure 3) below the figure, flush left and in italics. | | | | |
| Captions that describe the content of the figure are placed next to the figure number immediately below the figure and are not italicized. | | | | |
| The figure is referenced within the text; e.g., "As shown in Table 1." | | | | |





TABLES

| Tables are numbered with Arabic numerals (Table 1, Table 2, Table 3) at the top, flush left. |
|---|
| The table title is below the table label (e.g., Table 1) and is in italics. |
| The table is referenced within the text; e.g., "As shown in Table 1." |
| Horizontal rules (lines) are limited. There is always a rule under the heads and before any notes. |
| Any explanatory notes should be proceeded by the word "Note." in italics, flush left. Reference to the source should be included in the note. |
| PROOFREADING |
| Personal pronouns and rhetorical questions only appear when absolutely necessary. |
| Sequence of paper is Title Page > Abstract (where required), Body of Paper, References > Tables > Figures > Appendices. |
| Contractions and slang are not used. |
| Numbers below ten are spelled out in full. Numbers above ten are in Arabic numerals. |
| Paper has been proofread by a professional proofreader. |