Requirements of the paper:

Papers must include
The title page identifies the purpose of the paper, the writer(s) and the topic. An example title page is included in the handout. The title of the paper should be creative, descriptive, and meaningful to the subject.

The abstract is a short synopsis (no more than 120 words) of the paper, and the first paragraph is not indented. The abstract is on a page by itself and follows the title page.

The text of the paper includes the introduction, the body, and the conclusion. The introduction catches the reader's attention, presents the topic, gives background information on the topic and, within the thesis statement, and previews the major subtopics (subheadings). The body is divided into the appropriate subtopics (subheadings) in the same order given in the thesis statement. The conclusion briefly summarizes the main points of the paper, revisits and/or restates the thesis statement, and presents any conclusions drawn from each of the subtopics. The text of the paper is a minimum of four pages and nor more than 10 pages.

The reference list is on a page by itself at the end of the document. Simply titled References, the reference list identifies the sources actually used within the document and provides the information necessary to identify, locate, and retrieve each source. Sources cited in the reference list are mentioned within the text as parenthetical references.

Format and Layout:

Page Dimensions

Normal page dimensions are 8 ½-by-11.

Font

The required font is Times New Roman, size 12 point, regular. No bold font is used.

Margins

Leave a margin of 1" on all four edges (top, bottom, left, and right) of all pages. Right margins should be uneven or ragged (i.e., left justified or aligned).

Text Spacing

All text should be double-spaced, including headings, subheadings, and block quotations, numbered lists, bulleted lists, and reference citations. One space follows all punctuation marks except internal periods in abbreviations (e.g., a.m., i.e., and U.S.).
**Paragraph Indentation**

The critical rule for paragraph indentation is consistency. Indent all paragraphs 0.5" (five spaces) from the left margin, with the exception of the first paragraph on the abstract page (not indented at all) and block quotations (entire block quotation indented 0.5" on the left side only).

**Pagination**

Every page of the paper, including the title page, must display a page number, beginning with the Arabic numeral 1 and running consecutively to the end of the paper.

**Headings and Subheadings**

The headings used in an APA document include the word Abstract, the title of the document - used in place of the word INTRODUCTION - any subheadings, the word Conclusion, and the word References. Headings and subheadings are NOT bold.

Headings are typed using uppercase and lowercase letters; capitalize the first letter of major words. Capitalize the first word in a complete sentence; capitalize the first word after a colon that begins a complete sentence. Conjunctions, articles, and short prepositions are not considered major words; however, capitalize all words of four letters or more.

All headings and subheadings must be followed by at least two lines of text; headings and subheadings may not appear at the bottom of a page by themselves (known as a widow or an orphan). Three sentences minimum make a complete paragraph.

**Sections and Subsections (using subheadings)**

For an academic paper, usually only two levels of headings/subheadings are needed. Headings should be centered and typed in both uppercase and lowercase letters; they are not bold (Abstract, title of the paper, Conclusion, References). Subheadings should be flush left (on the left margin), italicized, and typed in both uppercase and lowercase letters; they are not bold. The title page is a separate page. The abstract, titled Abstract, is a separate page. The body text, containing the introduction, the main points, and the conclusion, flows continuously; the sections/sub-sections is not on pages by themselves. The reference list, titled References, is on a page by itself.

**Figures and Tables**

Number all figures and tables with Arabic numerals in the order in which the figures and tables are first mentioned in the text, regardless of whether a more detailed discussion of the figures and tables occurs later in the text.

**Papers must be submitted by April 3, 2015 to Schmidt-t@mssu.edu by 11:59 PM**