

Full Title of Your Paper Here

Student Name

Mid-America Christian University

Course Name

Professor/Instructor Name

Date

Full Title of Your Paper Here

In the MACU School of Business Leadership, we require most written work to be formatted to meet the American Psychological Association's (APA) specifications, and to conform to the style preferences of our college. You will find this APA template and style sheet in the Course Content section of every online class. If you are not well versed in APA requirements, we recommend that you download this template for each new paper, and simply type over the various sections with your own content. You may also want to consider installing an APA formatter, such as PERRLA (at www.perrla.com) which will give you the added advantage of storing references online, and will help you to further automate some functions. You may find it helpful to print this template, and keep it as a reference sheet. There are many online resources available to answer specific questions about APA formatting; one of the most popular and useful is the Purdue Online Writing Lab (OWL) at <https://owl.english.purdue.edu/>. Our goal is to make APA formatting and grading a transparent and consistent process, eliminating it as a source of frustration and substantial grade reductions.

General Formatting

By simply using this template, most of the formatting issues with which you might otherwise struggle will be much easier to manage. The following elements are already set as the default on this template.

Font

MACU style requires all APA-formatted papers to use black, 12-point, Times New Roman font throughout, including titles and references.

Margins

MACU style follows APA standard, which requires 1” margins left, right, top, and bottom.

Alignment

You should center-align the title page, and the title on page two. The remainder of the paper should be aligned to the left margin, not centered or justified unless for first-level section heads.

Horizontal and Vertical Spacing

Separate sentences with two spaces. Note that each new paragraph begins with a ½” indentation. If you use this template, Word will indent each new paragraph for you. You can create an indentation yourself by moving the “first line indent” maker on the ruler, or by pressing the <Tab> key, since tabs default to ½”. Use double line spacing for the entire paper. There should not be extra line spaces after titles, or between reference works. The only common exception is block quotes (quotes longer than 40 characters), which should be single-spaced and indented. Do not format indentions, alignment, or line spacing manually, using spaces or carriage returns (the <Enter> key), because manual formatting will become incorrect as you or your instructor edits the paper. Do not try to control where the break to a new page occurs; just keep typing as you normally would, and Word will start a new page for you. If the final paper contains titles or headings on the bottom line of a page, you may add carriage returns to force them to the next page.

Section Heads and Subheads

This template demonstrates the correct use of first-, second-, and third-level section headers, which are appropriate because the information is arranged in a format to facilitate easy

reference. Most of the essays you will write do not require this level of organization. You will write many papers that do not require even first-level headings, if you organize the content logically. Again, do not add any additional line spacing before or after titles or section heads.

Sections of an APA Paper

Title Page

To access the header area on any page, simply double-click on the header. When you are finished editing the header, click on the “close header and footer” located at the top-right of the page. In the header area of the title page, the words “Running head:” should begin at the left margin, followed by the title of your paper, written in ALL CAPS. You can use a shortened version of the title in the running head, and you *must* do so if the title is longer than 50 characters. The page number should be on the same line, flush to the right margin. The title page should be page 1, and all following pages numbered sequentially. On pages following the title page, the running head will still be written in ALL CAPS, but will not be prefixed by “Running head:”.

Abstract and Author Note

Although these are valid APA elements, they are not useful in short papers not submitted for publication, and therefore not required by MACU unless they are specifically included as part of an assignment. If you include an abstract for an assignment that does not require it, the abstract will not normally contribute toward page or word count requirements. At his or her discretion, the instructor may require an abstract, or count the abstract as part of the body of the essay, so please review assignment requirements in detail.

Body of the Paper

Length requirements. Unless otherwise indicated on a specific assignment, the body of the paper is the only section that will count toward meeting minimum length requirements. If the requirement is for a three-page paper, only a minimum of three full pages in the body of the essay, properly formatted, will satisfy that requirement. The same is true if the requirement is stated in terms of word count; neither the title page nor reference pages will contribute to the required length.

Originality. Please avoid the practice of replicating assignment questions as part of your response, since this is not necessary for the instructor, and contributes to high unoriginality scores through Turn-It-In. While you are encouraged to structure your responses in a way that correlates to the order in which questions are asked, unnecessary duplication of assignment questions may prompt the instructor to disqualify them for purposes of calculating the length of your response. Directly quoted material should not constitute more than 20% of your paper, by word count.

Citation. For papers that require scholarly research, list your research sources in the Reference section (discussed below) and cite them in the body of your essay. There should be no sources listed in the Reference section that you do not cite, and no citations to works that not found in the Reference section (except “classic” works, such as the Bible). A citation may be a summary citation or a direct quotation. Summary citations reference a source without quoting it directly, and you should make them in the format (Blastname, 2009). If you are quoting material directly, you should “bracket the quoted material in quotes and include a page number in your citation” (Alastname, 2013, p. 22). If you wish to state the author first, you may use the format: Clastname (2010) confirms “direct quotes can be referred to by paragraph or section if the source

is not paginated” (para. 7). Note that you should place the period outside the citation in all cases. Failure to cite a source for materials that you use from another written document may constitute plagiarism, so please be conscientious about crediting other authors when you use their work.

References

The References section should always begin on a new page. Never force a new page by using carriage returns; instead, insert a page break (Ctrl+Enter). Format references with a “hanging indent,” so that the first line is flush with the left margin, and following lines (if any) are indented ½”. Note that references are double-spaced, just like the rest of the paper, and there is no additional line space between each reference. Arrange references alphabetically by the author’s last name. The reference sheet included with this template demonstrates the correct reference work format for common academic sources, including journal articles, printed books, and websites. You can find the correct format for other types of references in the APA Publication Manual, or at any number of websites providing citation generators, including www.citationmachine.net/apa.

References

Alastname, C. (2013). Title of an academic journal article: Only capitalize first word in title or subtitle, or proper nouns. *The Journal of Education*, 22(3), 12-24.

Blastname, J. (2009). *Title of a book in print*. City, ST or Country: Publisher Name

Clastname, M. (2010, May). Title of an online magazine article. *Neurology Archives*, 8(2).

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