Abstract

The abstract begins on the line following the Abstract heading with no indentation. The abstract is a one-paragraph summary of the most important elements of the paper. Do not include anything in the abstract that is not included in the body of the paper. Word limits for abstracts are set by individual instructors.
Title of Paper

The introduction should begin here. Double-space throughout, including the title page, abstract, body, and references. The body begins on a new page (usually page 3). Subsections of the paper do not begin on a new page. The title (in uppercase and lowercase letters) is centered on the first line. Headings are often used to organize longer documents.

In-text citations. Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. This is to give proper credit to the ideas and words of others. The full source citation is provided in the list of references that follows the body of the paper. (NOTE: Examples in the following explanation are given in bold for emphasis but in actual papers remain in non-bold font).

When the names of the authors of a source are part of the formal structure of the sentence, the year of the publication is placed in parenthesis following the last name(s) of the author(s), e.g., Smith (2010). When the authors of a source are not part of the formal structure of the sentence, both the author(s) and year(s) of publication appear in parentheses, separated by semicolons, e.g. (Smith and Jones, 2001; Smith, Jones, & Brown, 2009). When a source has two authors, both authors are cited every time. When a source has three, four, or five authors, all authors are included the first time the source is cited. When that source is cited again, the first author’s last name and “et al.” are used, e.g. Smith, et al. (2009).

When a direct quotation is used, always include the author, year, and page number as part of the citation, e.g. According to Smith, “quoted material” (2009, p. 25). 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 (40 or more words) should appear (without
References page. The list of references begins on a new page. The title (References) is centered on the first line. The references (with a hanging indent) begin on the line following the references heading. Entries are organized alphabetically by the last name of the first author mentioned in the reference (or the first word in the citation if no author is provided). Most reference entries have three components:

1. **Authors**: Authors are listed in the same order as specified in the source, using last names and initials. Commas separate all authors.

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

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

Last name, First initial. (year of publication). *Title of book: Subtitle of book*. City of publication: Publisher.

Last name, First initial. (year of publication). Title of article. *Title of Journal*, volume no., issue no., page numbers [numbers only, not preceded by p.].