Full Title of Paper

Student Name

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Course Name

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Full Title of Paper

Start typing the introduction, body, and conclusion of your paper here. Make sure that you indent using the “tab” key for every new paragraph. Also, make sure that your paper is double spaced using Times New Roman, 12-point font, and has 1” margins on all sides. .

Do not forget your in-text citations and your References page! Whenever you use information from a source (except for common knowledge) you need to give credit to the author of that information. All statistics require an in-text citation and corresponding reference entry. In-text citations are a way to keep your reader informed of where you found your ideas and allow the reader to refer back to the original source for more information. Every in-text citation must have a corresponding citation on the Reference page. APA style follows the author-date method. This means that the author’s last name and the year of publication for the source appear in the text. An example is found at the end of this sentence (Jones, 2011). If no author is given, use the title of the work instead.

An APA template and other research and writing information are available in moodle in the eLibrary/AHED Library Resources/Citing Your Sources section. Another good resource is the APA Style Guide website: <https://apastyle.apa.org/>

References

**Book - Example**

Author’s Last Name, First Initial, & 2nd Author’s Last Name, First Initial. (Year of Publication). *Title of Book: Include Subtitle.* Location of Publisher: Publisher’s name.

**Book Chapters – Example**

Chapter Author's Last Name, Initials, & 2nd Chapter Author's Last name, Initials. (Year). Title of chapter. In Editor's Initials Last Name, (Ed.), *Title of work: Subtitle of work* (pp. page range). Publication Location: Publisher.

**Website, Web Page or Report - Example**

Author’s Last Name, First Initial. (Date of Publication). Title of Document. http://completewebaddress.

**Journal Article from a Database (ProQuest) - Example**

Author’s Last Name, First Initial. (Date of Publication). Title of Article. *Title of Journal*, *Volume number* (Issue number if given). Page range. http://completewebaddress.

Basic Rules

1. References are on a separate page at the end of the report. Label the page References.
2. Double-space each citation.
3. Entries are to be in alphabetical order.
4. If there is not an author listed for a webpage, put the title of the article in the first spot.
5. When citing a government agency, the parent agency is usually considered the author, unless there is a named person.
6. All lines after the first line are indented in a “hanging indent.” Highlight each entry separately, hit the Ctrl key then the T key.
7. If no publication date is given, use (n.d.) in its place.
8. Only use retrieval dates only if the source could change, such as Wikis.
9. Each entry on the Reference page must have information that was used in the body of the report, along with an in-text citation.

References

**(Example of an actual reference page)**

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