1 inch margins throughout the paper: top, bottom, left, right

Page numbers placed in the margin: top-right corner

3 or 4 double spaces from the top margin

Title: Use title case capitalization; bolded

{Title Page (Full Title of Paper Here)}

Extra double space

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{Course number: Course Name}

{Instructor}

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.

Example

Jane Smith

Department of Health Services, BYU-Idaho

PUBH 240: Introduction to Public Health

Brother Lewis

September 15, 2020

At BYU-Idaho, use Brother or Sister when addressing instructors.

Follow this format for dates.

Indent each paragraph: 1/2 inches

Page numbers continues from first page

Full Title of Paper Centered and Bolded

The content of your paper goes here. You will write the information in your own words. Remember, when doing research, you must cite your references in APA format. Pay attention to the rest of the lesson so you learn how to cite your references in APA format.

Double space between paragraphs. Remove extra spacing.

Hit the tab key one time to begin the main body of the paper. Although an abstract is not required in this course, the abstract is not indented; the paragraphs of the main document are indented. The computer will automatically wrap your text for you based on the margin settings. The margins should be set at one inch. It is not necessary for you to hit the enter or return key at the end of a line of text. Only hit the enter key (one time) when you reach the end of a paragraph. Make sure you remove extra spacing between paragraphs. Then hit the tab key to indent and then continue typing the paper.

In APA, any source you use in your paper must have an in-text citation to avoid plagiarism even if you are summarizing someone's ideas. These in-text citations include the author's last name and the year of the publication in parentheses—for example, Barrett (2002) or (Barrett, 2002). If you introduce the author or authors as part of a sentence (i.e., According to Barrett (2002), APA formatting is...) use Example 1. If you cite your source at the end of a sentence, place a period (.) after the citation (see Example 2). For additional examples on how to use in-text citations, use the current APA style guide or search online sources. If the source you are using does not identify an author, use a shortened version of the source title rather than the author's name ("E-Portfolios for Education," 2006). "Add a page number to the in-text citation whenever using a direct quote" (Barrett, 2002, p. 5). See the resources found in the course for more detailed information on how to properly use in-text citations.

Example 1

Example 2

The period goes here.

References

Lastname, C. (2008). Title of the source without caps except Proper Nouns or: First word after colon. *The Journal or Publication Italicized and Capped, Vol#*(Issue#), Page numbers.

Lastname, O. (2010). Online journal using DOI or digital object identifier. *Main Online Journal Name, Vol#*(Issue#), 159-192. doi: 10.1000/182

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