TITLE (Constantia, 26 Pt, Centered)
SUBTITLE (Constantia, 18 Pt, Centered)

LastName, FirstName (Constantia, 12 Pt, AlignLeft)

Department(s) (Constantia, 11 Pt, Align Left)

Abstract: (Constantia, 12 Pt, 0.5 inch indent)

Heading (Constantia, 20 Pt, AlignLeft)

Subheading 1 (Constantia, 16 Pt, AlignLeft)

Subheading 2 (Constantia, 14 Pt, AlignLeft)

Body of main text should be Times New Roman font of 12 Pt, Justified and single-spaced. Each new paragraph need not be indicated by indentation. There should be 10 Pt spacing between paragraphs.
In-text citations should follow APA standards.

Direct quotations/excerpts should be formatted as such with in-text APA citations (Times New Roman, 12 Pt, Italicized, single-spaced).

Lists should be formatted as follows:

1. Item 1
2. Item 2
3. Etc.

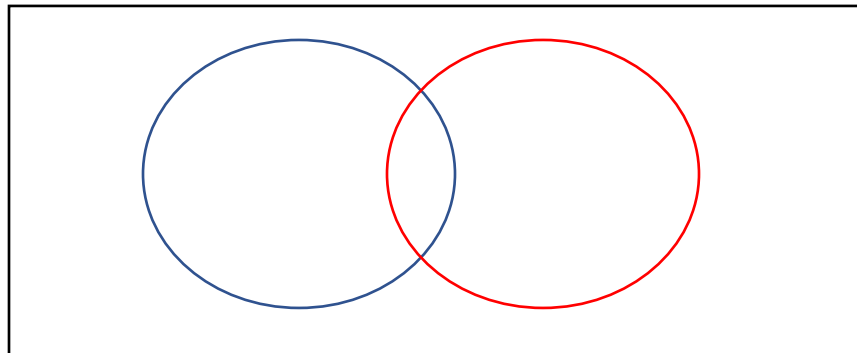Figures and diagrams should be formatted as follows:

Figure 1. Description of figure/diagram (Times New Roman, 10 Pt, Centered, Italicized)

Tables should follow a similar format as well:

[TABLE]

Figure 2. Description of data represented by table (Times New Roman, 10 Pt, Centered, Italicized)

Endnotes (Constantia, 20 Pt, AlignLeft)

Endnotes should be in Times New Roman, 12 Pt, numbered with Arabic numbers (i.e. 1, 2, 3, etc.), and single-spaced.

References (Constantia, 20 Pt, AlignLeft)

References should be in APA format.