Paper Title

(First Name Last Name) Author1, Author2, and Author3

1Author1 Affiliation

2Author2 Affiliation

3Author3 Affiliation

Corresponding author's Email: [xyz@abc.com](file://usmavsdfcase4se/faculty/Capstone%20Conference/2017%20Capstone%20Conf/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/09VT9X5L/xyz@abc.com)

**Author Note:** A brief biographical sketch of the contributing authors goes here. It may include acknowledgment of funding sources, expressions of gratitude to research assistants, and contact information for the author who will handle requests.

**Abstract:** This article illustrates preparation of your paper using MS-WORD. All papers should be submitted as MS-WORD documents and the **document size should not exceed 3 MB**. The paper size is limited to 8 ½ inches (width) x 11 inches (height). **Papers are limited to 6 pages**. Pages should not be numbered and the abstract should not exceed 150 words. Please leave one blank space (10 pt.) between each of the following: title, author’s names, address, and abstract. Paper margins are left - 0.75 inches, right - 0.75 inches, top - 1.25 inches, bottom - 0.75 inches, respectively. The paper begins with a title in bold, which uses 14pt Times New Roman. This is followed by the details for each author in 12pt Times New Roman. Section titles are bolded in 11pt Times New Roman and the body of the paper should be typed in 10pt Times New Roman**. The file name is lastname<<number>>.docx (OR lastnamenumber.doc)**. **For example, if you are submitting more than one paper your number is lastname1 and lastname2 and the file names should be lastname1.docx and lastname2.docx (OR lastname1.doc and lastname2.doc).** If you have any questions on the format, please direct your queries to [matthew.beigh@usma.edu](mailto:matthew.beigh@usma.edu).

*Keywords:* Keyword1, Keyword2, Keyword3

# 1. Heading Level 1

The spacing between keywords and the text heading is two line spaces (10 pt.). All major headings should be numbered, capitalized, and in 11 pt. bold. The first paragraph of each section should also be indented (0.5 inches). The first paragraph after any section title should be indented (0.5 inches) as here with no line space before the paragraph

All subsequent paragraphs should be indented as here with no line spacing between paragraphs. Two line spaces (10 pt.) should follow each section.

Here begins the body of your paper and your Introduction section. Note that the title of your paper appears at the top of your introduction even though other sections begin with headings like “Method”, “Results” and so on. The rest of the text in this template provides hints about properly generating all the parts of your APA-formatted paper.

APA style specifies that major components of the paper (abstract, body, references, etc.) each begin on a new page with the heading centered at the top of the page. The body of the text is typically divided into sections with headings such as Method, Results, and Discussion. Some papers have multiple studies in them so the body could have multiple sections and subsections within it.

Sections can be further divided into subsections with headings.

1.1 Heading Level 2

The first paragraph after any section title should be indented as here with one line space before the paragraph.

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The first paragraph after any section title should be indented as here with no line space before the paragraph.

The second and all subsequent paragraph should also be indented as here with no line spacing before the line. Avoid using more than three levels of headings.

# 2. Equations

Equations should be numbered consecutively beginning with (1) to the end of the paper. The number should be enclosed in parenthesis and set flush right in the column on the same line as the equation. An extra line of space should be left above and below a displayed equation or formula.

 (1)

# 3. Figures And Tables

All tables should be numbered consecutively and captioned; the caption should be centered above the table as shown in Table 1. The body of the table should be no smaller than 9 pt. There should be a minimum two line spaces between tables and text.

Table 1. Correlations Among and Descriptive Statistics For Key Study Variables

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | *M* (*SD*) | Sex | Age | Income | Educ. | Relig. | Dist. Intol. |
| Sex | 1.53 (.50) |  | .07 | -.09 | .02 | .14 | .06 |
| Age | 31.88 (10.29) |  |  | .08 | .19\* | .20\* | .01 |
| Income | 2.60 (1.57) |  |  |  | .04 | -.14 | -.09 |
| Education | 3.44 (1.06) |  |  |  |  | -.29\* | -.06 |
| Relig. | 1.21 (.30) |  |  |  |  |  | -.19\* |
| Dist. Intol. | 3.75 (1.19) |  |  |  |  |  |  |

All figures should be positioned at the top of the page when possible. All figures should be numbered consecutively and captioned; the caption should be centered under the figure as shown in Figure 1. All text within the figure should be no smaller than 9pt. There should be a minimum of two line spaces between figures and text.

Figure 1. Title of Figure

Figure

# 4. Citations and References

Within the text, references should be cited giving the last name of the author(s) and the year of publication of the reference. The year should always be enclosed in parentheses; whether or not the name of the authors(s) should be enclosed within the parentheses depends on the context. For example, Lastname (YYYY) or (Lastname, YYYY).

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Note that APA uses the "hanging indent" style for references. The easiest way to create hanging indents is to type each reference without worrying about the hanging indent. Then, when you are finished, select all the references at once and apply the hanging indent.

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# 5. References

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