Format Requirements

Use the following format requirements on all submissions.

|  |  |  |
| --- | --- | --- |
| **Writing Style** |  | APA (American Psychological Association) |
|  |  |  |
| *Note: To find detailed information on APA manuscript style guidelines on the Internet, go to* [*www.apastyle.org*](http://www.apastyle.org/)*.* | | |
|  |  |  |
| **Margins** |  | 1” all sides |
|  |  |  |
| **Paragraphs** |  | The entire document should be double-spaced on standard-sized paper (8.5" x 11") |
|  |  |  |
| **Headings** |  | Bold |
|  |  |  |
| **Type Style and Size** |  | Times New Roman, 12 point |
|  |  |  |
| **Software** |  | MS Word |

Student/Assignment Information

The following information should be on the first page on the top left side of the page in the format provided below. Do not provide a cover sheet (unless the assignment requires one).

|  |  |  |
| --- | --- | --- |
|  |  | Student Name |
|  |  |  |
|  |  | Student Identification Number |
|  |  |  |
|  |  | Course Number and Title |
|  |  |  |
|  |  | Assignment Number and Title |
|  |  |  |
|  |  | Date of Submission |