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 |