This is How Papers Should Be Formatted (Title)

[Author Name(s), First M. Last, Omit Titles and Degrees]

University of Evansville

[Font Size 12, Times New Roman, Margins 1”]

[Add Title Here, up to 12 Words, on One to Two Lines]

[The body of your paper uses a half-inch first line indent and is double-spaced. Note that the word Introduction should not be used as an initial heading, as it’s assumed that your paper begins with an introduction.]

# [Heading 1]

Just type in-text citations as you do any text of your paper, as shown at the end of this paragraph and the preceding paragraph. (Last Name, Year) “If you directly quote text, put quotes around it and then source” (Last Name, Year).

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References

Last Name, F. M. (Year). Article Title. *Journal Title*, Pages From - To.

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Last Name, F. M. (Year, Month Day). Article Title. *Newspaper Name,* pp. Section Page Number From – To.

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Last Name, F. M. (Year). Notes for a lecture on xxxxxxx. Class Name, University Name, City, State.

Last Name, F. M. (Year). Notes from personal conversation with xxxxxx. Class Name, University Name, City, State.

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Tables

Table 1

[Table Title]

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| --- | --- | --- | --- | --- |
| Column Head | Column Head | Column Head | Column Head | Column Head |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |

Table 1

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| Row Head | 1 | 7 | 13 | 19 |
| Row Head | 2 | 8 | 14 | 20 |
| Row Head | 3 | 9 | 15 | 21 |
| Row Head | 4 | 10 | 16 | 22 |
| Row Head | 5 | 11 | 17 | 23 |
| Row Head | 6 | 12 | 18 | 24 |

[Tables in APA format can use single or 1.5 line spacing. Include a heading for every row and column, even if the content seems obvious. The tables above have been setup for this template that fits APA guidelines. To insert a table, on the Insert tab, click Table. You can also use excel to cut and paste a table into Word.]

Pictures



[Include a numbered caption for each graphic. Use the Table/Figure style for easy spacing between figure and caption.]

` For the School of Business all tables and pictures go within the body of the paper as the assumption is that it is a “business paper.” Just for reference, if one were writing a strictly “academic paper,” according to APA Guidelines the table would go in the back of the paper and would be referenced. A point to note, graphics should only be used if they support the narrative; otherwise they should be omitted.

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