The only thing you need to change above is the ABBREVIATED TITLE – put in the tile of your paper. Make sure it is still in all caps. Make sure the page number stays all the way to the right.

Title of the Paper

Your Name

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Date (March 26, 2014)

Include the name of your paper and your name. The date should be in the format as shown in the parenthesis – you need to remove the parenthesis

Title of your paper

Start typing your paper here. Keep scrolling down to see what your reference page should look like.

Notice – the title of your paper is no longer in all caps.

On the second page – the header should look like this. Still must be in all caps. Change what I have on the template to the title of your paper.

References

Notice – references is centered on the first page of your citations.

Your references need to start here. Tips to remember.

Alphabetical Order by author’s last name. If no author, use article title.

No Bullets or numbers

Hanging indention – after you have finished typing your references, highlight, click on Paragraph, go to special, choose hanging.

Remember to have sentence style capitalization. Only proper nouns and first letters.

Remove any active hyperlinks – highlight URL, right click and select remove hyperlinks

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**When you use this template – be sure to delete my writings – you will lose points if I see this on your final draft.**

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