Running Head: SHORTENED TITLE OF PAPER

Full-Length Title of Paper

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Page Numbers: Running Head 1 (upper right corner; Abstract page is 2)

Levels of Heading

CENTERED UPPERCASE HEADING (Level 5)

Center Uppercase and Lowercase Heading (Level 1)

Centered, Italicized, Uppercase and Lowercase Heading (Level 2)

Flush Left, Italicized, Uppercase and Lowercase Side Heading (Level 3)

Indented, italicized, lowercase paragraph heading ending with a period. (Level 4)
In-Text Citations

PARAPHRASES

Author’s name is used in text:
One Author: Quete (1986) asserted that . . .
Two Authors: Quete and Marquis (1970) demonstrated that . . .

Author’s name and publication date used in text:
Two Authors: In 1963, Quete and Marquis demonstrated that . . .

Author’s name and publication date is NOT used in text:
Two Authors: It was shown in the late 1960’s (Quete & Marquis, 1968) . . .
Two Sources: Two studies (Brock, 1997; Marquis, 1999) contend . . .

Another work cited in your source:
Tipton’s work (cited in Quete, 1978) demonstrated that . . .

DIRECT QUOTATIONS

Using Author’s Name, Date, and Page #:
One theorist believes that “. . .” (Brock, 1984, p.67).

Electronic source without page numbers: (Marshall, 2002, para. 5)

Note: Blocked quotations (40 words or more) are double-spaced.
Sample References


Electronic Sources (Sample References)

Article based on a print source:


Internet-only journal:


University department or program site:


A database:


On-line newspaper:


Writing Center of Vanguard University | “Sanctify them by the truth; your Word is truth” (John 17:17).