The paper's title appears in all capital letters in the header. A shortened version of the title may be 50 characters or less.

To access the header area and type in your title, double click at the top of the page.

Include one extra double-spaced line between the title and your name. Your name should be in the first name, middle initial, last name format as follows:

John D. White

Do not capitalize conjunctions, prepositions or articles unless they're the first word of your title. For example, do not capitalize such short words as "of," "for," "and," "or," "to," "but," "a," "the," or "an."

These identifying elements are required for class papers at IAU. Our title page template for papers includes more information than the APA's *Publication Manual* requires because our professors need to know which paper belongs to which student in each class.

Full Title of Your Class Paper Goes Here

Student's Full Name Goes Here

International American University

BUS 520: Human Resources Management

Instructor's Full Name Goes Here

Month Day, Year

Substitute your class's number and title here in double-line spacing.

Do not include the words "Running head" in your header starting on page two.

Double click at the top of the page to substitute your title.

Full Title of Your Class Paper Goes Here

Repeat your title here centered, in bold, and in Title Case.

Introduce your material in the first paragraph. This section, if written properly, can act as the abstract, or summary, of your paper. It will, in a sense, set up the rest of the paper with a purpose statement, orienting the reader. Keep this section short and to the point by creating a purpose statement. Then summarize related issues that will be discussed in the pages that follow. Finally, summarize any conclusions or recommendations you may have. These could also serve as your thesis statement, i.e., your main point or finding.

If there is a second paragraph in your introduction, it will look like this and will follow standard academic formatting as laid out in the APA's *Publication Manual, 7th Edition*. For example, APA usage requires only one space after a period. This is difficult for many writers to get used to and takes practice. APA usage also dictates that papers be written in third person narrative, often in past tense. The use of first person narrative, or "I," is discouraged in academic writing.

Level-one headings are bold, centered, and in Title Case. Subsequent text is indented by half an inch from the left margin.

Review/Analysis of the Case

Analysis of Findings

Level-two headings are flush left, in bold, and Title Case. The subsequent paragraph text is indented by half an inch from the left margin.

The analysis section holds several purposes. More than an evaluation of the existing research, this section is where the writer will draw conclusions from the research and create links to the "real world" through application of the findings. In case studies or papers at IAU, students might explain how business practices are applied in a real place of business. Students may also need to include citations here when referencing someone else's theory to support their findings.

Topic Sentences

For new topics in the body of your paper, you may return to a second-level heading like this.

Each body paragraph within your analysis section should contain a topic sentence. A topic sentence is a general point that announces what the paragraph will be about. An example of

a topic sentence would be "Amazon's drone deliveries may alienate customers who value safety over convenience." After providing a topic sentence such as this, be sure to follow it with an example, statistic, or fact that illustrates in more detail what is meant.

One Topic per Paragraph

It is important for academic writers to develop a single topic within each paragraph. If a writer were to change the topic to a new and unrelated point about, for example, the importance of using good grammar or writing several drafts of a paper, the paragraph would stray from its topic and become incoherent. As a result, the reader would become confused and unsure of the paragraph's main point. This is why it is important to stay focused on one paragraph topic at a time.

Each new topic may be announced with general language. For example, the sentence that came before this one is more general than the current sentence. Moving from general statements to specific illustrations like this helps readers to follow the writer's point. After illustrating the topic with examples, statistics, or facts, writers may then close their paragraph with a reminder of the paragraph's main point and a transition that leads to the next paragraph.

Headings in APA Style

Use additional second-level headings as needed.

Within the body of your paper, it is advisable to create a separate heading for each major topic. For example, the heading shown just above this paragraph is considered a second-level heading. Second-level headings are bold, flush left, and upper- and lowercase. They are not followed by a period.

One important trait of all APA-style headings is that they are not presented as questions but rather as noun phrases. For example, instead of the question "How Does One Create

Headings in APA Style?" the heading above was written as the noun phrase "Headings in APA Style."

If your academic paper is long or complex, you may need several levels of headings. APA style provides for up to five heading levels, as demonstrated at the start of each of the body paragraphs that follow.

Level Three Heading

Level-Three headings are flush left, in *italics*, bold, and in *Title Case*

A heading at level three is flush left, in italics, bold, and Title Case. Note that you can write consecutive paragraphs, each with their own level-three heading, for equally important topics, where appropriate.

Headings at level 4 are exactly the same as the Level three heading (bold, Title Case), but are indented half an inch from the left margin, and the text is followed by a period.

Level Four Heading. Like level-three headings, level-four headings can be used in succession for equally weighted topics. When using heading hierarchies such as these, do not skip levels or change to a completely new topic within a level. For example, if this level four section were in an academic paper, it would discuss a sub-topic or smaller aspect of a level three, which is a more general topic. If you need to address a new major topic after this, return to a higher level of heading, such as level two or level one.

Headings at Level 5 are the same as Level four (bold, Title Case, indented half an inch indent from the left margin, and the text is followed by a period) but are in *italics*.

Level Five Heading. Like all sections of your paper, this one starts with a heading. Note that at this level, the subtopic heading is italicized. Unless a paper's topic is long or complex, it is rare for students to employ a heading at this level.

Citations

Even for short papers at IAU, students must list at least two references (i.e., the textbook and one additional source) at the end of their paper. When referring to these references within a paper, use in-text citations, which will be defined below.

In-text citations. To avoid plagiarism, each time you refer to the original ideas, words, theories, facts, or historical accounts that you have read, you must include an in-text citation and you must paraphrase or document any short quote you may make from the original source. Not doing so is called plagiarism, a serious academic offense that could result in a failing grade.

There are four types of in-text citation that are commonly used at IAU: 1) paraphrasing a point made in a book, 2) quoting directly from a book, 3) paraphrasing a point made in an academic journal article, and 4) quoting directly from an academic journal article. Three examples of such citations are shown in the section that follows. For a more comprehensive list of sample in-text citations, please download the handout entitled "APA Common Citations" from the IAU website.

Citing a paraphrased point. When referring to another author's ideas, include the author's name and the year the book was published. For example, here are two ways to cite a point from a book by a single author: 1) According to Smith (2010), the economic downturn resulted directly from abuses in the banking sector, or 2) The economic downturn resulted directly from abuses in the banking sector (Smith, 2010).

Citing a direct quote. In addition, here is an example of how to quote words from a book by a single author: According to Smith (2010), "The banking sector's abuses were largely to blame for the failing economy" (p.163). Be sure to include quotation marks and keep your direct quote brief, preferring paraphrase over quotation.

In addition, be sure to include these same cited authors and works at the end of your paper in the references section.

Summary and Conclusions

In one or two paragraphs, this section will tie together all sources used in the paper, conclusions drawn from the reading, and any inconsistencies. By using summary and paraphrase, the writer indicates that the paper will soon come to an end, exiting the more specific writing mode that came before this section.

Notice that the paper as a whole has a continuous flow; there are no page breaks between sections. The only page breaks occur between the title page and the introduction and between the summary/conclusions and the reference page. A list of references for your paper must appear on a separate page. See the following page for an example of a reference section.

References start on their own page. This section will reference all original work cited throughout the paper. The heading should be bold and centered at the top of the page. All reference material should be listed below in alphabetical order by the authors' last names. Please double space , 0pt before and 0pt after, and indent each reference by half an inch from the left margin.

References

Author's Last Name, First Initial. (Year published). *Title of book in sentence capitalization.* Publisher.

Example of a book reference

Names of 20 authors can be provided in your reference list for sources with multiple authors.

Fullerton, T., Swain, C., & Hoffman, S. (2004). *Game Design Workshop: Designing, prototyping, and playtesting games.* CMP Books.

The publisher location is no longer needed. All that is required is the publisher's name.

When including online sources in your References, **"Retrieved from"** is no longer required before the URL of the website.

Lepak, D. & Gowan, M. (2010). *Human resource management: Managing employees for competitive advantage* (4th ed.). Pearson Prentice Hall.

The title for books is always in italic format and in sentence form. Note that not all nouns are capitalized.

Author's Last Name, First Initial. (Year published). Title of article in sentence capitalization. *Title of Journal or Magazine, Volume number* (Issue number), Page numbers. URL of database.

Template for an academic journal article.

McAdam, N. (2004). In search of the collaborative individual: enabling leadership emergence in complex adaptive systems. *Mt Eliza Business Review, 7*(1), 73-86. https://search-proquest-com.ezp-02.lirn.net/docview/227934327?accountid=131940

Example of an academic journal article.

McCauley, S. M., & Christiansen, M.H. (2019). Language learning as language use: a cross-linguistic model of child language development. *Psychological Review, 126*(1), 1-51. https://doi.org/10.1037/rev0000126

The title for articles is in sentence case, not in italic, but the name of the publisher is in *italic*.

Optional Tables

Table 1

Table Title

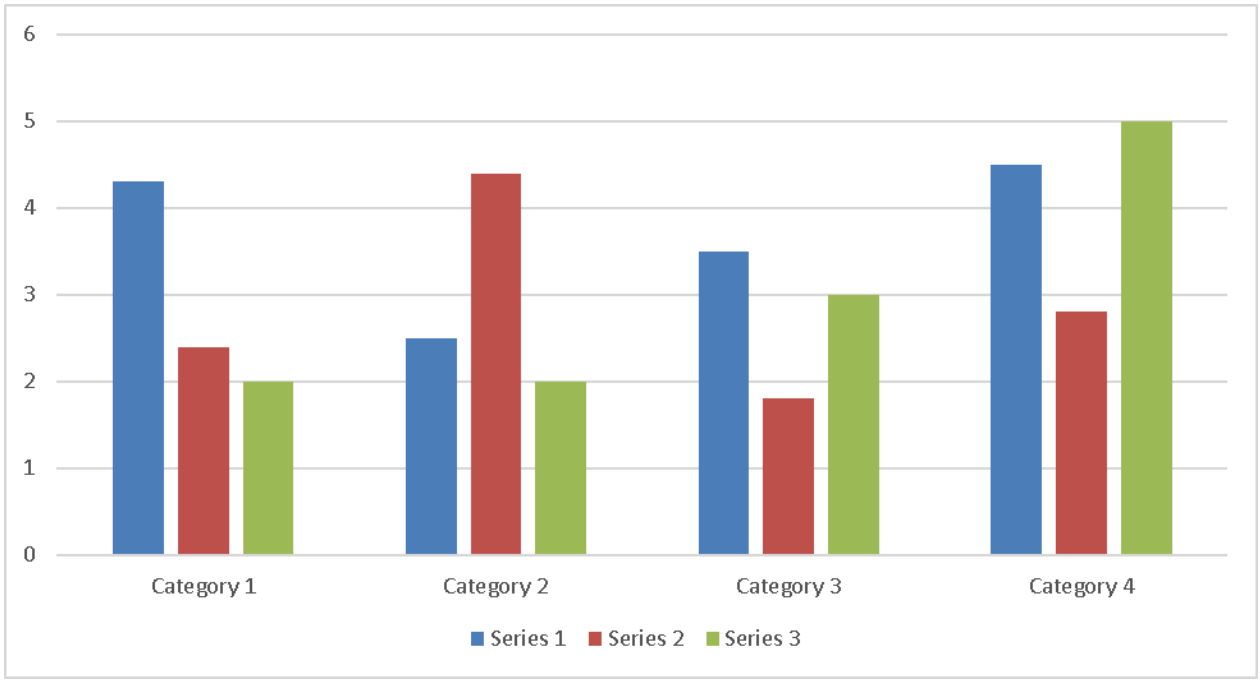
Column Head	Column Head	Column Head	Column Head	Column Head
Row Head	123	123	123	123
Row Head	456	456	456	456
Row Head	789	789	789	789
Row Head	123	123	123	123
Row Head	456	456	456	456
Row Head	789	789	789	789

Note: Place all tables for your paper in a tables section, following references. Start a new page for each table; include a table number and table title for each, as shown on this page. All explanatory text appears in a table note that follows the table, such as this one. 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.

Optional Figures

Figure 1

Figure Title



Note. Include all figures in their own section, following references (and tables, if applicable). Include a numbered caption for each figure. For more information about all elements of APA formatting, please consult the *Publication Manual of the American Psychological Association, 7th Edition*.