Title of Your Paper or Assignment

Your Name

Springfield College, School of Human Services

Course Name

Instructor’s Name

Date the Assignment is Due

Insert Title of Your Paper Here

Begin your paper here. This document is formatted to automatically double space. Remember to indent new paragraphs by ½ of an inch. You can try using the TAB key.

**Sub-Headings**-If you wish to use a sub-heading, put it in bold and against the left Margin. This is considered a Level 2 sub-heading. Please refer to the APA Manual (Association, 2010) for information on Level 3 and Level 4 sub-headings.

When reference to **a text is used in the paragraph** the citation should follow the example noted here. Mandated reporters are required in most states and require only that the reporter needs to have a reasonable doubt and does not necessarily need evidence that a child is being

abused (Gushwa, & Chance, 2008). When a source has **six or more authors**, use the first author's name followed by et al. in the parentheses (Colangelo, et al., 2014). When the **author is unknown**, cite the source by its title in the sentence or use the first word or two in the parentheses (“Using APA,” 2014). If the **author is an** **organization or government agency**, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

For example, according to the American Psychological Association (2000) no other citation source should be used.

When a **quote** from the text is used in the paragraph the citation should include the page number in addition to the author and date. For example, mandated reporters are required in most states and require only that the reporter needs to have a “reasonable doubt” and does not necessarily need evidence that a child is being abused (Gushwa, & Chance, 2008, p. 12).

When you use **interviews, letters, e-mails, and other person-to-person communication**, cite the communicator's name, the fact that it was personal communication, and the date of the communication but should not be listed in the reference section of your paper (K. Colangelo, personal communication, March 8, 2014).

References

**Book Example**

Author A’s last name, First initial. (Year of publication). Title of book: Capital letter also for subtitle.

Location: Publisher.

Maxwell, J.C. (1999). *The* *21 Indispensable Qualities of a Leader.* Nashville, TN: Thomas

Nelson Publishing.

**On line Journal example with and without DOI #**

Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Online Periodical,

volume number (issue number if available). Retrieved from http://www.someaddress.com/full/url/

Brownlie, D. Toward effective poster presentations: An annotated bibliography. European

Journal of Marketing, 41(11/12), 1245-1283. doi:10.1108/03090560710821161

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. Journal of

Buddhist Ethics, 8. Retrieved from <http://www.cac.psu.edu/jbe/twocont.html>

**Web Example**

Author, A. A. (Year). Behaviorism. In E. N. Zalta (Ed). The Stanford encyclopedia of philosophy

(Fall 2077 ed.). Retrieved from <http://plato.stanford.edu/entries/behaviorism/>

**Database Example**

Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Journal, volume

number,page range. Retrieved from http://www.someaddress.com/full/url/

Smyth, A. M., Parker, A. L., & Pease, D. L. (2002). A study of enjoyment of peas. Journal of

Abnormal Eating, 8(3), 120-125. Retrieved from http://www.articlehomepage.com/full/url/