# **This Is Your Title: It Should Be Descriptive but Succinct**

Your Name

Department of ABC, Eastern New Mexico University-Roswell

ABC 101: Course Name

Professor (or Dr.) Firstname Lastname

Date Due:

## This Is Your Title: It Should Be Descriptive but Succinct

When you are ready to write, and after having read these instructions completely, you can delete these directions and start typing. This is an electronic template for papers written in APA style (American Psychological Association, 2010). The purpose of the template is to help the student set the margins and spacing. Margins are set at 1 inch for top, bottom, left, and right. The type is left-justified only—that means the left margin is straight, but the right margin is ragged. Each paragraph is indented five spaces. It is best to use the tab key to indent. The line spacing is double throughout the paper, even on the reference page. One space is used after punctuation at the end of sentences. The font style used in this template is Times New Roman and the font size is 12. This is your introduction and thesis paragraph. The introduction should be about five or six sentences and provide some background or context for your topic. Limit the use of “I” and “you” in academic writing, though they are both used in this directions/template document. When appropriate, include recent events relating to the topic. Your thesis should be one sentence and outline the main points of the paper. Readers should know from your thesis exactly what to expect from your paper.

## Literature Review or Background (This is a Level 1 Heading)

Ask your instructor if headings are required for your essay. If so, you should summarize and quote the important research on this topic that has gone before you in this section. Define subject-specific vocabulary or related theory. Usually, you want to look at books for background. You might want to use your textbook or an encyclopedia to find the names of researchers or theories that are important to the topic, then, search for those names on [ENMU-Roswell’s Library Database](https://enmu-roswell.on.worldcat.org/discovery). You also have access to [ENMU’s Golden Library Database](https://enmu.libguides.com/az.php) as an ENMU-Roswell Student! Search the database for keywords of your topic (example: cyber warfare or cyber-attack) to find related articles and books. Need help? Ask a librarian!

**This is a Level 2 Heading (if Needed)**

Again, ask your instructor if headings are required in your paper. The subheading above would be used if there are several sections within the topic labeled in a heading. The subheading is flush left and bolded, with each word of four letters or more capitalized.

Now, let’s talk about in-text citations. Anytime you summarize what someone else has said, you must always include the author’s last name and year either in the text narration (see next paragraph) or in parentheses at the end. Most in-text citations should look something like this, with the period after the parentheses (Ramirez, 2017). If you include any direct quotes from someone else, include the author’s last name, year, and page number in parentheses at the end. “Here is an example” (Smith, 2017, p. 26). If a work has three or more authors, the in-text citation includes only the first author’s last name and then “et al,” like this: (Stein et al., 2019).

If you would rather not have so many parentheses breaking up the flow of your text, you can also work the in-text citation into what you are writing. For example, you can explain in your narration how Pavlov et al. (2019, p. 5) are known for their research into classical conditioning with animals, while Skinner & Ferster (1957) studied reinforcement of behavior in children.

The purpose of in-text citations is so your reader can find the correct source in your References, so if you include any authors or titles in-text, they absolutely must match up with a corresponding citation in your References. No “orphan” in-text citations! Find out more about in-text citation on [Purdue Owl’s In-Text Citation page](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html).

## Discussion

The discussion should be the largest part of your paper and include your argument, research, and experiences. Each main point of your paper should start its own paragraph with a strong first sentence. Again, limit the use of “I” and “you” in academic writing.

Remember to introduce quotations with who said it and/or why it’s important. Make sure quotes fit seamlessly in your paper. Include short quotations (40 words or less) in-text with quotation marks. Use ellipsis (...) when omitting sections from a quote and use four periods (....) (i.e., an ellipsis plus the period) if omitting the end section of a quote.

This is a longer quote aka block quote, which is 40 or more words. Indent the quote a half-inch from the left margin and double-space it with no quotation marks. To get the right format, just click on “Quote” in the Styles area on the Word frame above. In parentheses, include the author’s last name, year, and page number at the end, but no period (Smith, 2017, p. 45)

There are two different kinds of sources: primary sources and secondary sources. Primary sources are immediate, first-hand accounts of a topic from people who had a direct connection with the topic. Primary sources can include original research, texts of laws and other documents, and speeches, diaries, letters, and interviews (what the people involved said or wrote). You can learn more about primary sources [on this page](https://owl.purdue.edu/owl/research_and_citation/conducting_research/research_overview/primary_research.html).

Secondary sources involve analysis, synthesis, interpretation, or evaluation of primary sources. Examples of secondary sources include newspaper editorials, journal articles that comment on or analyze research, textbooks, criticism of literature, artworks or music, and books that interpret and analyze primary sources. The best type of secondary source is a peer-reviewed scholarly source, meaning the source was written by an expert in the field and has been evaluated and approved by other experts as worthy for publication. For more information on sources used in academic research, [click here.](https://owl.purdue.edu/owl/research_and_citation/conducting_research/research_overview/sources.html)

If you include website sources, make sure they are trustworthy. Evaluate your sources using the questions on [this page](https://nmsu.libguides.com/sources/eval). Check out [ENMU’s A-Z Databases page](https://enmu.libguides.com/az.php?p=1) –you can narrow your databases by subject, like [Biological Sciences](https://enmu.libguides.com/az.php?s=146827&p=1), [Physical Sciences](https://enmu.libguides.com/az.php?s=146837&p=1), and [Education](https://enmu.libguides.com/az.php?s=146829&p=1). You can also use [Google Scholar](https://scholar.google.com/) to help you find sources.

## Conclusion

The conclusion restates the thesis and summarizes the main arguments or points of the article, so that your reader could just read the conclusion to generally understand the paper. What is important to learn from reading your paper? If you know of areas in this topic that need further study, mention them. After this paragraph, there is a page break that forces References onto its own page: You will want to keep it there.

## References

## [[More References examples for your assistance here](https://apastyle.apa.org/style-grammar-guidelines/references/examples)]

American Psychological Association. (year). Article title: Capital letter also for subtitle. *Name of Journal, volume#*(issue#), pp.#-pp.#.

Author(s) of essay or chapter. (year). Title of essay or chapter. In F. M. Lastname (Ed.), *Book title* (pages of essay or chapter). Publisher. <https://doi.org/10.xx.xxxxxxxxxx>

Freud, S. (year). Article title. *Name of Journal, volume*(issue), pages. <https://doi.org/10.xx.xxxxxxxxxx>

Pavlov, I., Jung, C., & Freud, S. (year of last update, month day). *Webpage title*. Source or hosting webpage. <https://www.someurl.com/full/address>

Ramirez, A. T. (year). *Book title*. Publisher. <https://doi.org/10.xx.xxxxxxxxxx>

Skinner, B. F., & Ferster, C. B. (year). Article title: Capital letter also for subtitle. *Name of Journal, volume#*(issue#), pg#-pg#. <https://doi.org/10.xx.xxxxxxxxxx>

Stein, D. J., Friedman, M. J., & Blanco, C. (Eds.). (year). *Book title* (edition, Vol. #). Publisher. <https://doi.org/10.xx.xxxxxxxxxx>

**\*Note**: The reference list should be on a new page and references should be in alphabetical order following APA style. All in-text citations should match the reference list (excluding indirect citations and personal communications). Hanging indents are required for all citations. There are dozens of other sources that require different requirements for your References page. Utilize resources such as [ENMU-R APA 7 PowerPoint](https://www.roswell.enmu.edu/wp-content/uploads/2023/07/APA-7-ENMUR-Final.pdf), [Purdue Owl](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html), [Citation Machine](https://www.citationmachine.net/), and [APA Style](https://apastyle.apa.org/style-grammar-guidelines/references). You can even get assistance with your in-text citations and references using [Word](https://support.microsoft.com/en-us/office/apa-mla-chicago-automatically-format-bibliographies-405c207c-7070-42fa-91e7-eaf064b14dbb#:~:text=In%20your%20Word%20document%2C%20click,that%20you%20want%20to%20cite.).