Title of Paper

# Your Name

# Month Day, Year

# Introduction

Paragraph. Use the Normal Indent style to indent your paragraphs as First Line Indent by ½ inch. This style will also double space between lines. Do not hit the ENTER key until you have finished your paragraph. Let MS Word wrap lines within the paragraph itself.

In your reference section, use the Reference style from the style gallery to indent your entries as Hanging Indent by ½ inch. This style will also double space your references for you. Do NOT hit the ENTER key until you come to the END of a reference entry. If you want to force MS Word to wrap long URLs, use the Insert->Symbol feature to insert a *no width optional break* character. Or, turn on paragraph marks (so that you can see the symbol for the character) and copy/paste this character ‌(immediately to the left of the opening parenthesis for this clause you should see two gray squares, one inside the other). If you do not see the character, then you do not have paragraph marks turned on (click on the ¶ symbol in the paragraph formatting group on the Home Ribbon).

# Analysis

Paragraphs. Use sub-headings as necessary and only if you have at least two sub-sections underneath a major section heading.

## First Sub-section

Paragraph

## Second Sub-section

Paragraph

# Summary and Conclusions

Paragraph

# References

Reynolds, G. W. (2010). *Ethics in the information age* (3rd ed.). Boston, MA: Course Technology.