**Formatting Specifications:**

* One inch margins on all sides of the document.
* Double-space entire document, including the reference page.
* Use Times New Roman, black font color, and size 12 font for the entire document, including the  reference page.
* Use headings within the body of the document. Headings establish the hierarchy of the sections of a paper. All topics of equal importance have the same level of heading throughout the paper. Use at least two subsection headings within any given section or use none.
* Indent all paragraphs five spaces to the right or 1/2 inch with no extra line space between paragraphs.
* Spell out all phrases when first used in a document with the acronym in parenthesis after it. Just the acronym can be used in subsequent uses. Example: The Chief Executive Officer (CEO) for Motorola stated...
* In-text citations should be used throughout body of document.
* Directly quoted material should be cited to page number or paragraph number of where  the quotation was found. Keep in mind that only 15-20% of your paper can be quoted (i.e., one  quote per page).
* Block formatting is required for quotes of 40 words or more. For a block quote, indent  entire quote 5 space to the right or 1/2 inch, do not use quotation marks, and place the period at  the end of the quote, not the citation.
* Use a page break (common feature in word processing software) to create a new page  for reference citations. The word “References” should be centered at the top, not bold, and should not have any punctuation. References are double spaced and in hanging indent format and in alphabetical order.  A number of templates and a sample papers are available in order for you to see examples of APA formatting.