

**Comment [s1]:** In order to make changes to the running head you need to double click on the header. Where it says "Insert Running Head Here" you need to insert your own running head in all capital letters. A running head is just a shortened version of your title. You will need to do it again on the next page. Note: On the title page "Running head" appears but on the subsequent pages it does not. This is how it is supposed to be.

Insert Full Title Here

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**Comment [s2]:** Put the paper's title, your name, and the university's name here.

Abstract

Insert Abstract Text Here. Do not indent.

**Comment [s3]:** If you do not need an abstract page then just backspace the page out until the 3<sup>rd</sup> page becomes the second page.

**Comment [s4]:** If you need an abstract then place it here and do not indent.

Retype Title Here

**Comment [s5]:** Retype the title of your paper here.

Insert the first paragraph of text.

**Comment [s6]:** Cut and paste your document here or start typing your paper here.

References

Insert References Here.

**Comment [s7]:** References should be listed in alphabetical order.

**Comment [s8]:** This is where you will put your first reference. Note: The “hanging indent” has already been set up in this template, so the reference entry should automatically indent on the second and subsequent lines of the reference entry.

**Comment [s9]:** Make sure to save the document with your own document name on your flashdrive.