

**Title of Your Research Paper:**

**Subtitle of Paper**

First Name Last Name

Course Number and Name

Due Date (Month Date, Year Format)

## Introduction

Leave two blank lines between the title and the first paragraph. The first sentence in each of your paragraphs is also indented. You will use footnotes and note numbers to cite your sources throughout the body of your paper. Footnotes are used to reference sources you used in your paper; note numbers help guide readers to sources' citations in the footnote. To create a footnote and note number, place your cursor at the end of your sentence, click the References tab, and Insert Footnote.<sup>1</sup> A note number should automatically appear, and the footnote should appear at the bottom of the page where you will include its numbered in-text citation. To edit the footnote, just click on the note number. If you refer to the same work a second time, use a shortened footnote.<sup>2</sup> If you continue to reference the same work, you shorten the citation further.<sup>3</sup>

Additional paragraphs should automatically indent, but if they do not, tapping the tab key should move the first line of your paragraphs one half inch. Also, the references page is set to automatically have a hanging indent. If you paste a citation there, be sure to select “match destination formatting” when presented with the clipboard icon, to keep these settings. Enjoy the template!

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<sup>1</sup> Subramanian, Roma, and Jonathan B. Santo. “Reducing Mental Illness Stigma: What Types of Images Are Most Effective?” *Journal of Visual Communication in Medicine* 44, no. 2 (April 2021): 52–61. doi:10.1080/17453054.2021.1901561. (**Journal article from a database citation example**)

<sup>2</sup> Subramanian and Santo. “Reducing Mental Illness Stigma”, 59.

<sup>3</sup> Subramanian and Santo, 53-55.

## Bibliography

First Author's Last Name, First Name, and Second Author's First Name Last Name. *Title of Book: Subtitle if Any*. Place of publication: Publisher, Year. **(This was a template for a book with two or more authors)**

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**Note: For multiple works by the same author(s), replace the author or authors' names with a 3-em dash in all the entries after the first.**

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**Note: Sources must be in alphabetical order by the first author's last name. For sources with more than ten authors, include only the first seven in the bibliography, followed by *et al.***

**Note: If your instructor's preferred style differs from this suggested style, always follow your instructor's directions.**