FINAL PAPER FORMAT

Page 1:
Title Page with running head: shortened title, Typed flush left at top of title page ( but under page header) in all UPPERCASE. No more than 50 characters, inc punctuation & Spaces
Title: Upper and lower case centered between left and right margins
Byline & institutional Affiliation: Name one double-spaced line below title, affiliation centered under title on next double-spaced line

Short Title  1

Running head: SHORTENED VERSION OF THE TITLE

Center the Title of your Paper Using Upper and Lower Case Letters

Your Name

University of Missouri
Abstract

About 100-120 words, block format (No paragraph indent). Running head at top, numbered page 2. Brief summary of goals, procedure, results, conclusions.
Page 3: Start of Text.

Identify first text page with manuscript page header in upper right-hand corner. Type the title centered at the top of page, double-spaced. Start text (do not label as "Introduction") Sections of text follow each other without a break - no new page with new heading. Each remaining page has header and page number.

Center the Title of your Paper Using Upper and Lower Case Letters

Start text of introduction on first double-spaced line after title. Use indents for all new paragraphs in text. Make sure to: 1). state problem; 2). cite relevant past research; 3). Give specific hypothesis with predicted results (based on past research).

Method

Subjects (Flush Left, Italicized, U & L case) Level 3

Procedure

Stimulus Material

Auditory

Results

Describe differences between groups, descriptive statistics, figures and tables if relevant. Figures and Tables themselves not included in text. Use the following on next double-spaced line:

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Insert Fig. 1 About here
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Discussion

Summarize results. Evaluate whether hypotheses were supported. Discuss possible problems with design.

References

Start on new page. Page Header and number in upper right hand corner
Type word References in upper and lower case letters, centered
Double-space all entries
Hanging Indent is preferable

Appendix
Include copies of your surveys, demographic sheets in an Appendix
Each survey is labeled as a separate Appendix, using Letters: Appendix A, Appendix B, etc.
Page header and number in upper right hand corner

Table
: numbered consecutively in order in which they are first mentioned in text
-identified by word Table and Arabic numeral (Table 1, Table 2)
-page header and number in upper right hand corner of each page
-double-space each table and begin each on new page
-caption is included with Table
-Don't use vertical lines on either right or left margins to delineate table

Figure Captions
All figure captions typed on separate page, labeled Figure Captions (centered)
- each caption starts flush left with Figure and #. All in Italics.
-Text is not Italicized
-Be specific in writing your caption: Effect of X on Y: Decision Time as a Function of Y, etc.

Figures
also numbered consecutively in order in which they are first mentioned in text
-identified by word Figure and Arabic numeral
-labeled with page header
-Each figure has a caption that includes figure number
-Don't put caption on Figure itself

General Format Details:
-Font 12 point: Times New Roman
-1 inch margins
-past tense for procedure and results