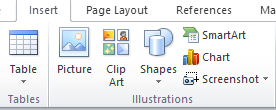
**DOCUMENT FORMAT USING M-APA**

M-APA is a “Modified-APA” style. It takes the basics of APA style and modifies it for reviewing small documents on the computer screen. This document is styled to illustrate how a document should be formatted for this class. Starting with the document header, the student’s name and page number should be in Calibrifont andsized at 12 points, as shown. (See You Tube Video https://youtu.be/yCeJmyQaZcs for help on setting up a page header/footer.) The title should be all **Bold**/**UPPER CASE** using **CALIBRI** font, but sized at 14 points. Notice: We do NOT want a title page or space wasted with the course ID, instructor name or Date.

Paragraphs should be left justified, with the first word indented by 1/2 inch. Each paragraph should be in Calibri font at 12 points using single-line spacing**. NO DOUBLE SPACING! (NO space before & after)**. The title, subheadings and paragraphs are separated using a single blank line (carriage return) between each paragraph. Paragraphs must include at least three (3) sentences and have two (2) spaces separating each sentence (space bar). Reductions taken for extra white spacing used to meet the page minimum standards.

**Sub Headings and Inserted Objects**

Subheadings should be centered, using **Calibri** in **bold** and sized at 14 points. Images, charts, and tables must not be too large and must have the text wrapped around the insert. You can right click on the inserted object and select Text Wrap. Then select square or tight. I suggest resizing and moving the object all the way to the left or right so as to not divide a paragraph. Try to size the image (3” x 3” max.) so it does not overlap across multiple paragraphs. Appearance is everything. Do not use images to achieve page counts.

**Citing and Reference Lists**

The heading for the reference list should be centered in Calibri (**bold**), mixed case, and sized at 14 points. If the references are the better part of a page, a page break must be inserted between the body and reference section. The citations and references (hanging indent) are to be strictly formatted in APA (2016) style. Alphabetizing with the hanging indent format is important. Lee (2010, November, 18) hosts a blog that gives example of referencing websites. Use the links below. Every reference in your document must have at least one (1) CITATION and each CITATION must have only one (1) REFERENCE.

NOTE: Not all of the sample references in this document are cited.

**References**

APA. (n.d.). *Basics of APS Style Tutorial*. [Flash Presentation]. Retrieved from http://flash1r.apa.org/apastyle/basics/index.htm

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