



MS611 Paper Requirements [Form 611-9]

Times New Roman, 12 point font, double spaced, 1 inch margins.

Do not skip a line between paragraphs. 20 pages of content from Introduction to Conclusion. This excludes Title Page, Table of Content, Appendix. References.

Need 12 different in-text citations from 12 different sources. In-text citations and Reference page should be in APA style format:

“Quotes can have the citations at the end of the sentence” (Last Name, Year). Or

Last Name (Year) states, “Quotes can have the citations at the beginning of the sentence.”

See APA Style Reference Guide for information on how to do Reference page.

When quoting a source, you should do the following (sandwich method):

Start your paragraph with two sentences of your own words. These sentences should explain what you are talking about. “Only one sentence quote with some important fact or data” (Last Name, Year). Then three sentences of your own explaining the quote. These sentences should highlight how the quote is relevant to your paper topic. This will help tie in the quote to your recommendation and keep your citation rate low.

Section Length Requirements (at least): Abstract 1/4 page, Introduction 1 page, Define Problem 2 pages, Body 13 pages, Case Study 1 page, Recommendation 2 pages, Conclusion 1 page

No bullet points, no numbered lists, no lists. Everything has to be in paragraphs in coherent sentences. All charts and graphs should be in the Appendix section, not in the body of the paper.

Paper should have a one page case study explaining a company that has adopted what you are talking about and has seen successful results.

APA Style Format for Reference Page

One Author:

Last Name, First Name. Year. "Title." City: Journal/Publisher (*Italic*)

Link.

Two Authors:

Last Name, First Name and Last Name, First Name. Year. "Title." City: Journal/Publisher.

Link.

Website With Author:

Last Name, First Name. Year. "Title." Website Name.

Link. Date Retrieved.

Website Without Author:

Website Name. Year. "Title." Website Name.

Link. Date Retrieved.

NOTE: Second line is indented.

LIST ARTICLES IN ALPHABETICAL ORDER BY AUTHOR'S LAST NAME/ WEBSITE NAME

You must have at least 12 different sources.

All the names in the in-text citations must match the names in the references. Do not list a source in the references if it is not an in-text citation.