

Title of the Assignment

Name: First-MI-Last

Department of Health Management and Informatics

This is the cover page template to use for your assignments.

HINF XXXX

Date

VLab Assignment 4

John Q. Public

Department of Health Management and Informatics

This is an example of a correctly constructed cover page.

HINF 3208

August 27, 2013

Title of the Assignment ← Level 1 Heading

Use the “tab” key to properly indent a new paragraph. The entire paper should be double spaced and there should be NO extra spacing between paragraphs. You may have to adjust the “line and paragraph spacing” to achieve this (more on this below). The term “Introduction” as a heading is not used in APA; however, your professor will tell you his or her rules regarding the use of this word as a heading title. Note that the “Title of the Assignment” above is a Level 1 heading and is **boldface**.

First Section ← Level 2 Heading

This Level 2 heading is in **boldface** and is flush against the left margin.

Second subsection. ← Level 3 Heading

This subsection is **boldfaced**, indented, and there is a period at the end; only the first letter of the first word is capitalized; it is a Level 3 heading.

Section 6 of the APA 6th edition (2009) explains how to credit sources; you must do this when you produce scholarly work, such as a written report or even a PowerPoint presentation. If you do not properly credit sources, you will be in danger plagiarism, something frowned upon by this university.

Section 5 of the APA 6th edition explains how to correctly display figures and tables.

Don't Get Caught Short

You will also need to insure that you cite your sources in the text of the report (Smith & Jones, 2011). Section 6 of the APA 6th describes how to credit sources in the report. As Condon (2013) points out in the syllabus for HINF 3208, you are encouraged to obtain the Publication Manual of the APA. We suggest that you visit the APA Publication Manual's Website at <http://apastyle.org/> Explore the Website; watch the tutorials and check out the APA Style Blog.

Your professors will be expecting you to use APA style on your assignments, so get prepared by acquiring the APA 6th or by bookmarking the APA Website.

Extra space

Notice the extra line space between the previous paragraph and this paragraph. Microsoft Word may default to this mode. In this event, you will have to adjust the paragraph settings: Under the “Home” tab on the ribbon, find the paragraph group (this group is just to the left of the center of the ribbon and includes the buttons to enable bullet points). Now, click on the button entitled “Line and Paragraph Spacing” (represented by four short horizontal lines and a vertical line with arrows on both ends). Here, in the dropdown box, you can “Remove Space Before Paragraph” or “Remove Space After Paragraph,” whichever eliminates the extra space. One other change that some of the more “seasoned” students may not be aware of: I remember in typing class that we (other seasoned fellow students) were taught to use two spaces after a period placed at the end of a sentence. According to the APA 6th, this is no longer the case – there is now only one space after a period before starting a new sentence within the same paragraph. You all youngsters probably knew about that already.

References

Anderson, J. B. (2009). Using the APA manual: Students often get the references page wrong because they don't read section 7. *Journal of Properly Writing Papers in APA*, 26, 34-39.

Harding, T. (2008). *Why I whacked Nancy Kerrigan and other weird stories from Oregon*. New York: Simon & Schuster.

Steinman, J. (1977). Two out of three ain't bad [Recorded by Meatloaf]. On *Bat Out of Hell*. [LP]. New York: Epic.

The Editors: Leadership by default. [Editorial]. (2011, July 14). *National Review Online*.

Retrieved from <http://www.nationalreview.com/articles/271755/leadership-default-editors>

← Notice that there is no period at the end of a URL

This is an example of a Reference page.

Unless otherwise specified by your professor, each document should follow these guidelines:

- Include a Title Page (see example)
- 1” margins all around
- Double spacing; no extra space between paragraphs
- Left justification only
- In the header: Page number, but no Running Head
- Font: Times New Roman, Arial, Courier, or Calibri, 12 pt.
- References (see example, previous page):
 - Double space between each reference and within each reference
 - Hanging indent (begins second line of reference)
- Headings (see example, previous page)
 - 1st (major) heading is centered and **bolded** and capitalized
 - 2nd level subheading is left justified, **bolded** and capitalized
 - 3rd level subheading is indented, bolded, and only the first letter of the first word is capitalized, with a period at the end of the subheading
- Appendices: at the end of the paper, after the references
- Tables and Figures are placed within the text
- All electronically-submitted documents should be named following the DHMI standard filename format: first initial, last name, underscore, course number without the HINF, and assignment title or number (use Asmt as an abbreviation for the word “Assignment”).

Examples:

- JSmith_3208VLab1
- BJones_3207Asmt2
- Proper citations and references; when in doubt, contact the professor.

Reference: Publication Manual, American Psychological Association, 6th edition (2009).