# Title of Your Paper: Subtitle

# Your Name

# Montana State University

Course Name and Number

Assignment

Date

# Abstract

The abstract should be a brief summary of the paper allowing the readers to quickly review the main points and purpose of the paper. Some put restrictions on the number of words to include in the abstract but a good general rule is to keep it concise, one to two paragraphs or one page maximum.

The abstract should always be on its own page and stand alone. There should be no references to figures or tables that are in the text and all acronyms should be defined.

# Title of Your Paper: Subtitle

This template utilizes Microsoft’s built in formatting tools. In the Home tab, you can use the Headings 1-3 to format your paper. Main headings should be one point size bigger than the main text, centered, and with initial capitals. This template uses typeface Arial because it holds bold facing well and is a widely accepted standard font. Indent all paragraphs. Also, papers in APA format should be double spaced.

The introductory section of your paper is the first section following the abstract. Here all the background information pertaining to the topic of interest should be presented so that the reader can understand the objective and methodology. Long introduction sections should be broken into subheadings so that it is easier to follow.

# Objective

At the end of the introduction section, a short paragraph describing the objective of the report should be included.

# Methods

## First Subheading

Subheadings should be the same point size as the main text, usually 11 or 12. Use initial capitals, bold facing, and the heading should be flush left.

Secondary Subheading. Second subheadings should be the same point size as the main text and flow into the paragraph. Also use initial capitals and italicize the text.

The methodology section of the paper should describe all sources of data and analytical methodologies used. This will most likely be the longest section in your paper and should be detailed enough so that the reader could replicate the methodology if necessary.

## Figures and Tables

It is more than likely that figures and table will be incorporated into the paper, and correct formatting can help with the legibility of these items.

Figures. Shown in Figure 1 is a common format that serves reports well. Always introduce the figure or table in the text before the figure appears. There is no need to point to the figure, such as *see below*, this is unnecessary since the location of the figure is assumed to follow the text.



**Figure 1.** Title of Figure. Feel free to add a sentence or two to point out important features

Figure references should be two points smaller than the main text, bolded, can be centered or flush left, and should be located beneath the figure. A period should separate the figure reference and the title. The title of the figure should use initial capitals and not be bolded.

Tables. Refer to Table 1 for a common format that serves reports well. Again, always introduce the table before it appears in the text.

**Table 1.** Title of Table

|  |  |  |  |
| --- | --- | --- | --- |
| Participants | Age (years) | Gender | Home State |
| 1 | 33 | F | Virginia |
| 2 | 24 | M | California |
| 3 | 29 | F | Montana |

Table references should be two points smaller than the main text, bolded, can be centered or flush left, and should be located above the table. A period should separate the table reference and the title. The title of the table should use initial capitals and not be bolded. The cell formatting in Table 1 is an example of what is commonly used in APA but a full grid format can be used as well.

Equations. The last reference that may appear in many reports is a reference to an equation. The example in Equation 1 displays proper formatting.

a2 + b2 = c2 (1)

To refer to an equation simply place the equation reference number flush right within parenthesis next to the equation.

# Results

The results section of the report displays all the relevant results from the above described methodologies. If you have multiple figures that are very similar located in your appendix, place one example in the text and refer the reader to the appendix where they can find the rest. All alternative solutions should also be presented here to ensure that the best result is presented.

# Conclusions

This section summarizes the document and provides closure. No new information should be presented but expand on what the implications of the presented results are.

# References

Anderson K. and Murphy, M. (2010). Understanding how to write an APA paper. *Journal of*

*Report Templates,* 11,16. 45-67.

Zanton A., Opus, R., and Parker, B. (2008). *Engineering for Dummies* (3rd ed.) New York: My

Publishing Company.

# Appendix A: Title of Appendix