

Margins should be set at 1" all the way around. Set spacing to 2 (double space).

Shortened Title 1

Running head: SHORTENED TITLE (50 characters or less)

These two match in content. The running head is in all caps. The page header with page number is capitalized with the first letter only. The text is 5 spaces to the left of the page number.

The title is in upper and lower case letters. Place the title and name information centered in the upper half of the page. Make sure your name is your legal name, not a nickname.

Full Title
Student's Legal Name
School Name

NOTE: This document is intended as a visual guide to APA paper formatting. The paper rubric is the ultimate authority regarding the content requirements of the Senior Project paper.

Abstract

Do not indent the abstract. The abstract is a complete summary of the paper's content.

Summarize the most important ideas of each section so the reader can preview the paper and gain a general understanding of the paper. Abstracts are no longer than 150 words.

Policy Identification and Explanation

The policy identification section requires students to identify and explain the policy. Identify the policy by name and number, when possible, explain the policy in your own words, and be sure to indicate if the policy is a local, state, federal or international in scope. You may quote the policy directly, but it is important to be able to explain what the key points of the policy are in your own words to show you understand what the policy means.

Policy History/Background

Trace the history of the policy issue and explain what was happening that made it so the policy exists today. Include the influence political parties, elected officials, interest groups, and/or specific individuals had on the creation of the policy. Graphical support may be included in this section. Remember to make sure the history included is relevant, and that gaps in the historical timeline are explained.

Current Situation

Explain the current situation regarding the policy, including the effects and outcomes resulting from the policy based on valid research and data, which includes statistics about the policy's effectiveness. Essentially, explain if the policy is working as intended and to what extent. Identify and analyze changing factors which may impact the policy. Graphical support may be included in this section.

Differing Viewpoints

Examine and analyze two or more differing points of view (though not necessarily opposing points of view), comparing and contrasting each. Graphical support may be included in this section. It is important to note the comparing means to show similarities, and contrasting means to show differences.

Notice that the paper is double spaced, even between sections. If you set up the 1" margins and double-spacing before you begin, then you won't have extra spaces between sections.

Policy Recommendation

Recommend changes to the current policy or explain the need for the policy to remain in effect. All recommendations must address political or economic feasibility, and must be based on valid research presented in earlier paper sections. (To be considered for an advanced score in this category, students must address political **and** economic feasibility; refer to the paper rubric for more information.)

References

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Kulman, L. (2002, April 29). Who owns history? *U.S. News and World Report*, 132, 51-52.

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Philadelphia: National Public Radio.

The References page is a separate page. List references alphabetically, and keep the margins and spacing are the same as the rest of the paper:

- 1" margins
- Double Space

Super-Important Note: Your internal citations must match your references page. List only the sources here that are cited in the paper. If there is not a match, the paper will receive a "No Score" and it must be revised. The paper will incur a late penalty.

Appendix 1 (optional)

You can include your graphic support here if you choose not to imbed it in your text. Make sure that you clearly reference your graphic support in your text. One way to do so is by explaining the graph for your reader: "According to the graph in Appendix 1..." Avoid just including your graph and assuming your reader will see the connection to the topic. Cite your source under each graphic support the way you cite it on the references page (a full citation).