

**Prepared Discussion of:  
(Author's Paper Title – no smaller than 24  
point font and bold)**

**(insert one 24 pt. space)**

**YOUR NAME (in all CAPS)**

**Your Company**

**Your City State**

**(16 point font)**

For the body of the discussion, please format in a single column. Please use 12 point font and Times New Roman.

Do not exceed 5 pages.

References in text should be formatted after the APA Style formatting such as:

This is an example of an in-text citation (Jones, 2009).

If the quote is 4 lines or longer please use the indents such as:

This is a great paper; unfortunately, it does not follow correct formatting. This is a problem due to the different types of formatting. Since we would like a uniform look on the papers, please consider using APA style. (Jones, 2009)

Headings example:

## MAIN HEAD

A main head should be typed in all capital letters and centered with one line of space above and below.

**SUBHEAD** - A subhead within a section should be typed in all caps and run into the paragraph and do not leave a line of space above or below.

Secondary Subhead A secondary subhead should be typed in upper and lower case, underscored, indented, and run into the paragraph. Do not leave a line of space above or below.

## REFERENCES

Follow APA formatting for all references. References should be cited in text, and all reference should be listed on a separate "References" Page. See detailed instructions which follow. Follow the format of:

Last Name, First Initial (Date of Publication). Name of Article. *Publication*, Volume Number, Page Numbers.

*(Left hanging indent if exceeds one line)*

Example:

Jones, I (2009). Water and Water Technologies. *Pittsburgh Engineers*, 12, 8-9.