

While 12-point Times New Roman remains the most common font for academic papers, APA Style allows several different font options for papers. See page 44 in the APA Manual for these.

The page number is in the top right-hand corner of the header.

**The Benefits of Business Processes**

Messa Student

Carter School of Business, Dallas Baptist University

MANA 5023: Business Processes

Dr. Blossom Awesome

June 6, 2020 (or 6 June 2020)

The title page includes the title (in bold), the student's name, department, the institution name, the course designation and number, the course name, the professor's name, and date.

## Abstract

The abstract is around 150 to 250 words. This element is different from an introduction; it is a brief (but specific) summary of the paper. Rather than including background or other information, the abstract contains specific facts that would not normally be addressed within the introduction. If the readers only reviewed the abstract, they should be able to understand the main points of the essay. This paragraph should not be indented. Many professors do not require an abstract, particularly for shorter papers; therefore, it is always best to check with the professor prior to submitting the final draft to determine the specific requirements. If there are keywords that need to be emphasized throughout the paper, then they can be mentioned in the abstract. If keywords are listed, they do not add to word count for the complete abstract. See the proceeding line for an example of how to properly include keywords in the abstract.

*Keywords:* business, processes, management, marketing, benefits



The abstract is around 150-250 words. This element is different from an introduction; it is a brief (but specific) summary of the paper. This paragraph should not be indented. Many professors do not require an abstract, particularly for shorter papers.



first body paragraph. First body paragraph first body paragraph first body paragraph. First body paragraph first body paragraph first body paragraph.

Only use this format if there is no author available. Use n.d. if there is no date.

**Heading for the Second Main Point**

Topic sentence topic sentence topic sentence topic sentence topic sentence topic sentence

topic sentence topic sentence topic sentence. Second body paragraph second body paragraph

second body paragraph second body paragraph. Second body paragraph “Relevant quote relevant

quote” (*Title of a credible internet article*, n.d.). Second body paragraph second body paragraph

second body paragraph second body paragraph. Second body paragraph second body paragraph

second body paragraph second body paragraph. Second body paragraph second body paragraph

second body paragraph second body paragraph:

A quote that is 40 words or more should be formatted as a block quote. Tab the quote over and do not use quotation marks.

Block quote block quote block quote block quote. Block quote block quote block quote

block quote. Block quote block quote block quote block quote. Block quote block quote

block quote block quote. Block quote block quote block quote block quote. Block quote

block quote block quote block quote. Block quote block quote block quote block quote.

(Firstauthor and Secondauthor, 2005, p. 290)

Second body paragraph second body paragraph second body paragraph second body paragraph.

Second body paragraph second body paragraph second body paragraph second body paragraph.

Second body paragraph second body paragraph second body paragraph second body paragraph.

**Heading for the Third Main Topic**

Topic sentence topic sentence topic sentence topic sentence topic sentence topic sentence

topic sentence topic sentence topic sentence topic sentence topic sentence. Third body paragraph

third body paragraph third body paragraph third body paragraph. “Relevant quote relevant quote

relevant quote relevant quote relevant quote relevant quote relevant quote relevant quote relevant quote”



## References

Author, N. (1998). *This is a book title*. Publishing Company.

Citation, T. (2008). Article title. *Scholarly Journal*, 20(2), 75-96.

<https://www.webaddressforarticle.com>

Firstauthor, I. A., & Secondauthor, I. (2005). *This is a book about something*. Whoprintedthis, Inc.

Lastname, F. (2004). Short story. In John Doe (Ed.), *Anthology Title* (pp. 276-304). Publishers United.

Notplagiarism, E. G. (2003). *Title of a multivolume work: Editor as an author* (K. Riley, Ed., 2nd ed., Vol. 7). Publishstuff.

*Title of a credible internet article*. (n.d.). Website Title. <https://www.website.com>



Reference entries should be alphabetized. Entries that are two lines or longer should have a hanging indent.



Book titles and article titles utilize sentence-style capitalization, meaning only the first word and proper nouns are capitalized. Journal titles and web page titles, however, use headline-style capitalization.