

TITLE OF PAPER
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PLEASE NOTE: A Table of Contents, List of Tables, and List of Figures are only necessary in lengthy papers (six pages and over). If your paper is five pages or shorter, you should include only an abstract, introduction, section headers, references, and appendices where necessary.

To insert a Table of Contents, click on “References,” then “Table of Contents” in the Formal style. You will need to label headers and normal (body) text before creating a Table of Contents.

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We will contact you with questions and/or correct formatting errors. We will save and submit the corrected version as a PDF to the HubICL.

LIST OF TABLES

To generate a list of List of Tables, assign a caption to all tables in your white paper. Then click on “References,” select “Insert Table of Figures.” The List of Tables should be on its own page.

LIST OF FIGURES

To generate a list of List of Figures, assign a caption to all tables in your white paper. Then click on “References,” select “Insert Table of Figures.” The List of Figures should be on its own page.

ABSTRACT

An abstract is a short summary of the white paper. It should explain the paper’s thesis or main idea. The abstract also defines the paper’s terminology, where necessary. The abstract’s length should be between 150 and 250 words. The abstract is double-spaced, Times Roman size 12, with no indent. If the abstract is more than one paragraph, use two spaces between the paragraphs, no indent.

INTRODUCTION

The Introduction of a white paper should explain the problem or claim that is being investigated. It should provide background to understand the reasoning for the study’s methods.

In terms of paper format, use Times New Roman size 12 for all body text and Times New Roman size 14 bold and CAPS (centered) for all headers. The body text should be double-spaced with a first-line indent.

We also recommend the Purdue OWL’s resources on writing documents in APA style and writing Introductions.

All the language in a white paper should be clear and concise. Avoid use of jargon or provide definitions for complex terminology. Think about your audience as a member of the public.

SECTION 1 HEADING

Body text should be Times New Roman, size 12, double-spaced. All paragraphs should be indented.

New section headers do not need to start a new page.

SECTION 2 HEADING

Additional sections may be organized thematically or with such headers as Literature Review, Methods, Results, Discussion, Conclusion, etc.

SECTION 3 HEADING

Section headers should be used as needed in shorter documents. Shorter white papers may only contain 2-3 section headings and longer documents may need more than sampled here.

SECTION 4 HEADING

This section will describe how to insert tables or figures and properly format captions. We recommend using the Purdue OWL's guide to Tables and Figures for APA papers and following their checklists. All tables and figures should be used to more effectively explain complicated research/data than writing with text.

All Tables and Figures should be labeled with numbers, i.e., Table 1, Table 2, Table 3, Figure 1, Figure 2, etc.

Each Table should have a title (Table #) and subtitle (in italics). The Title should be placed above the table.

Each Figure should have a caption below the figure. The caption should be formatted as:

Figure 1. Explanation or Description. For example:

Figure 1. Total population of West Lafayette, IN (2018).

If tables or figures are reproduced from a source, they also need to include a citation in APA format.

When using charts, make sure that all information is conveyed through text (not just color, for accessibility).

For tables and images, either add alternative text or send us an additional document with alternative text (title and description) written out. We will add the alternative text for you.

Alternative text is a description of what message/idea the image or table is conveying, i.e. what do you want someone to learn from including the chart/image.

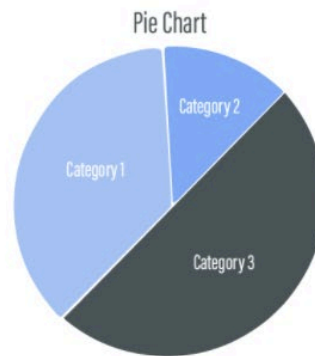
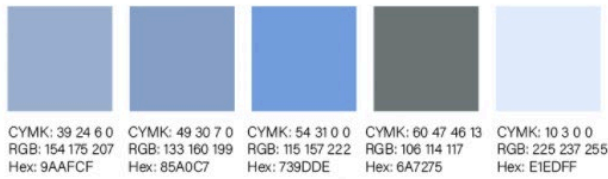
Additionally, tables/charts should be formatted using the color palette on the following page. A sample graph that uses the color scheme is also provided.

HubICL Palette and Example Table

Primary Colors

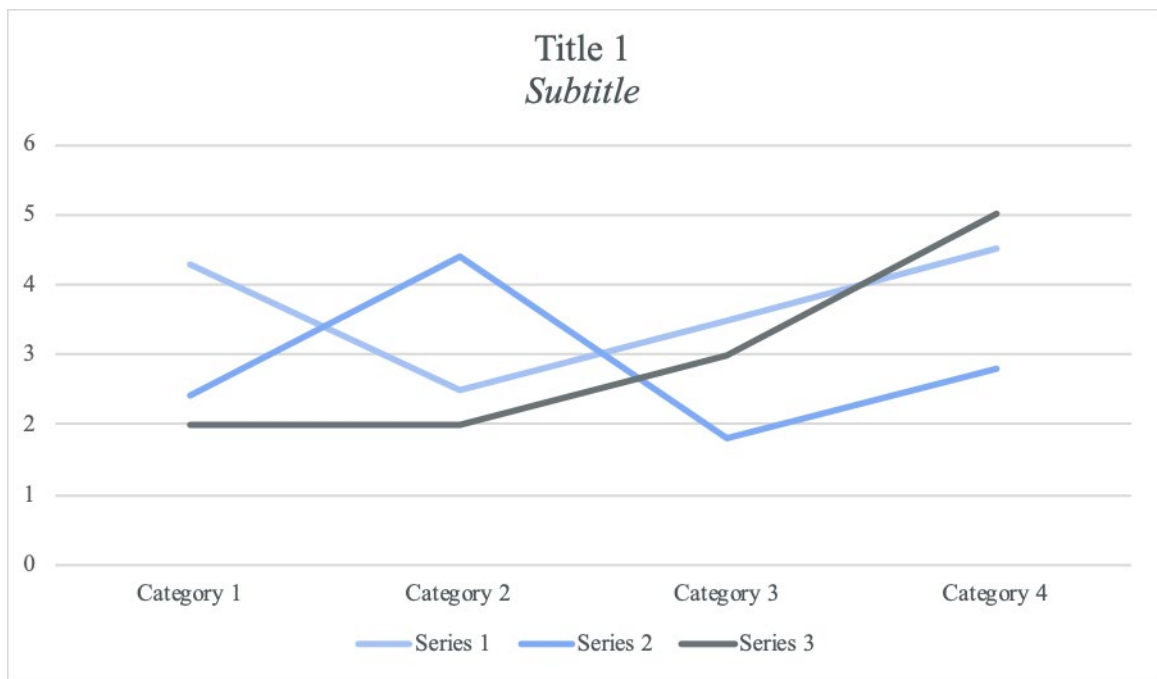
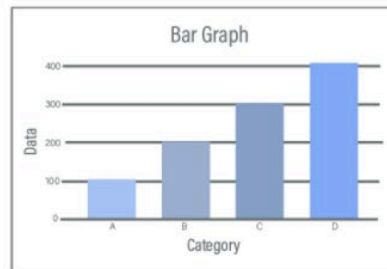


Supporting Colors



Table

Categories	Data 1	Data 2	Data 3
Category A	1	1	1
Category B	2	2	2
Category C	3	3	3
Category D	4	4	4
Category E	5	5	5
Category F	6	6	6
Category G	7	7	7
Total	Total	Total	Total



REFERENCES

Use APA style for the References list. We recommend using the Purdue OWL to check your citation format. Sample citation format:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*,
volume number(issue number if available). <https://www.someaddress.com/full/url/>

References should be placed on a separate page.

APPENDIX A

The Appendix is a place for additional information that does not fit into the body of the paper, such as demographics, lists, or lengthy descriptions. The Appendix should be referenced in the paper by name as Appendix A, B, etc. The list of appendixes should be ordered based on its appearance in the first (A=first, B=second, and so forth).

You may also use appendixes to include documents from your project such as surveys distributed. Each appendix should deal with its own topic. An appendix may be a figure, table, chart, image, etc. If the Appendix uses a table or figure, label it as Table A1, Table B2, etc.

The first paragraph of the Appendix should not be indented (flush) but subsequent paragraphs should be indented.

If you are only using one Appendix, then the title should be: Appendix, without a letter designation. Appendixes may use subtitles, formatted in Times New Roman size 14 bold, for titles of charts, images, etc.

APPENDIX B

We recommend the Purdue OWL's APA Sample Paper for a guide to using and formatting appendixes.

FOOTNOTES

Only include footnotes where necessary. The section may be eliminated if the paper does not use footnotes.