



FORMAT FOR PAPERS

When submitting papers, please follow the standard format listed below.

1. Cover Page

- Title of Paper
- Student's name, address
- "Submitted in partial fulfillment of the requirements for the 'DEGREE/CERTIFICATE NAME' at Ubiquity University, Wisdom School of Graduate Studies"
- Course Title
- Instructor
- Course date: example, January 2010-Week 1
- Indicate whether it is a pre-paper or post-paper

2. Presentation

- Typed
- Double spaced
- Pages single-sided
- Pages numbered in upper right had corner
- 12 point font size

3. Correct spelling and grammar

4. Appropriate format for the following

- Citations
- Footnotes
- End Notes
- Bibliography

The format noted in the *Publication Manual of the American Psychological Association (APA)* is to be used for all papers, theses, and dissertations submitted to Ubiquity University. Most academic institutions prefer using the APA manual because it is simpler and more straightforward.