

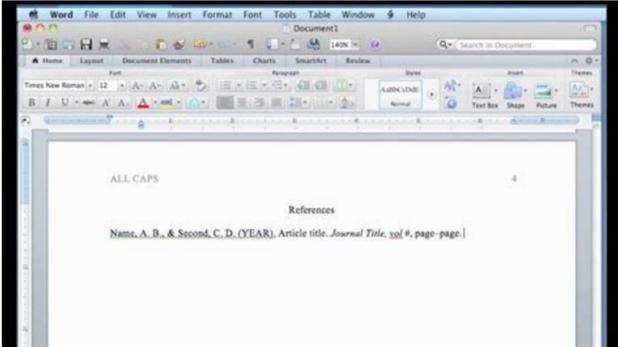


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Paul Rose  
Southern Illinois University Edwardsville

Author Note

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#### Sample Title Page

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Full title, authors, and school name are centered on the page, typed in uppercase and lowercase.

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The Effects of Food Deprivation on  
Concentration and Perseverance  
Thomas Delancy and Adam Solberg  
Dordt College



## 职小圈

求职意向: 建筑设计师

1990年2月14日

1356859xxxx

xxxxxx@job592.com

北京

### 自我评价

有5年大型工程设计经验,能准确理解、把握项目及业主需求,善于沟通协调,对建筑艺术有执著的追求,具有国外建筑设计新风格,思维敏锐、活跃,具有优秀的方案创作能力和建筑构思创意,敬业踏实,认真负责,具有良好的团队合作精神;熟练运用设计操作软件。

### 教育背景

**2018年09月~2019年09月**      **xxxxx大学**      **建筑设计**  
建筑初步,建筑设计,城市规划原理,中国建筑史,外国建筑史,室内设计概论,建筑美学,场地设计,园林设计,园林植物学,建筑结构,建筑物理,建筑摄影,工业建筑设计,测量学,建筑素描与色彩,色彩构成,画法几何,阴影透视等。

### 工作经历

**2018年09月~2019年09月**      **xxxxxx公司**      **建筑设计师**  
**工作描述:**  
● 建筑方案设计,包括建筑规划概念方案设计,户型设计,造型风格等等;  
● 熟悉建筑设计各个环节的操作,可以组织团体合作,也可以独立完成。

**2018年09月~2019年09月**      **xxxxxx公司**      **土建工程师**  
**工作描述:**  
● 能够熟练的运用AUTOCAD、PHOTOSHOP软件进行设计,有许多作品方案曾被老板采纳;  
● 并担任过质检员、项目经理,指导施工员工作,比较熟悉建筑工地施工;  
● 长期担任甲方代表,能够胜任甲方现场各种工作。

**2018年09月~2019年09月**      **xxxxxx公司**      **助理建筑设计师**  
**工作描述:**  
● 负责建筑方案设计和施工图的制作,对方案中出现的各种问题进行讨论,并提出相应的解决措施;  
● 并对后期发展进行设计等。

### 技能证书

- 在这里填上您所擅长的技能或获得的证书。

<http://owl.english.purdue.edu/owl/resource/544/01/>

#### The Purdue OWL: Sample Outlines

##### Alphanumeric Outline

###### THE COLLEGE APPLICATION PROCESS

- I. CHOOSE DESIRED COLLEGES
  - A. Visit and evaluate college campuses
  - B. Visit and evaluate college websites
    1. Look for interesting classes
    2. Note important statistics
- II. PREPARE APPLICATION
  - A. Write personal statement
    1. Choose interesting topic
      - a. Describe an influential person in your life
        - (1) Favorite high school teacher
        - (2) Grandparent
      - b. Describe a challenging life event
    2. Include important personal details
      - a. Volunteer
      - b. Participation in varsity sports
  - B. Revise personal statement
- III. COMPLETE RESUME
  - A. List relevant coursework
  - B. List work experience
  - C. List volunteer experience
    1. Tutor at foreign language summer camp
    2. Counselor for suicide prevention hotline

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Page 2 Citations for Legal Materials In Chapter 11, the APA Manual (7th edition) provides examples of citations to legal materials, including cases, statutes, legislative materials, and administrative and executive materials. For more information on writing legal citations, consult The Bluebook: A Uniform System of Citation (21st edition). Case (Court Decision). Reference form: Name v. Name, Volume Reporter First Page (year). Statute. Reference form: Name of Act, Volume Code abbrev. § Section number (1987). Federal Regulation. Reference form: Title/Number, Volume C.F.R. §xxx (year). Capture your best moments with our premium photo album templates. DOWNLOAD THE TEMPLATES NOW. How do I download and open the file? You can download the template by clicking APA 7th Edition Template for Microsoft Word. The file will download to the bottom of your browser if you are using a PC. If you are using a Mac, the file will save to your downloads folder. Who should use this template? This template is appropriate for Bow Valley College assignments that require APA 7th edition formatting. The template includes a title page, a page for the body of your content, and a reference list with hanging indent. \*\*\*Please note that Microsoft Word does not support APA 7 in its References tool. If you are using the References tab in Microsoft Word to create citations and references, be sure to update to APA 7 manually before submitting your assignment\*\*\* Capture your best moments with our premium photo album templates. DOWNLOAD THE TEMPLATES NOW. Format Your Paper Download and use the editable templates for student papers below: Title page including Title, Author, University and Department, Class, Instructor, and Date Body (including introduction, literature review or background, discussion, and conclusion) References Appendices (including tables & figures) Margins & Page Numbers (sections 2.22-2.24) 1 inch at top, bottom, and both sides Left aligned paragraphs and leave the right edge ragged (not "right justified") Indent first line of each paragraph 1/2 inch from left margin Use page numbers, including on the title page, 1/2 inch from top and flush with right margin Text Format (section 2.19) Use one of these highly readable fonts: Times New Roman, 12 point Calibri, 11 point Arial, 11 point Lucinda Sans Unicode, 10 point Georgia, 11 point Double-space and align text to the left Use active voice Don't overuse technical jargon No periods after a web address or DOI in the References list. Tables and Figures In-Text (chapter 7) Label tables and figures numerically (ex. Table 1) Give each table column a heading and use separating lines only when necessary Design the table and figure so that it can be understood on its own, i.e. it does not require reference to the surrounding text to understand it Notes go below tables and figures Title Page (section 2.3) Include the title, your name, the class name, and the college's name Title should be 12 words or less and summarize the paper's main idea No periods or abbreviations Do not italicize or underline No quotation marks, all capital letters, or bold Center horizontally in upper half of the page Body (section 2.11) Align the text to the left with a 1/2-inch left indent on the first line Double-space As long as there is no Abstract, at the top of the first page, type the title of the paper, centered, in bold, and in Sentence Case Capitalization Usually, include sections like these: introduction, literature review or background, discussion, and conclusion -- but the specific organization will depend on the paper type Spell out long organization names and add the abbreviation in parenthesis, then just use the abbreviation Spell out numbers one through nine and use a number for 10 or more Use a number for units of measurement, in tables, to represent statistical or math functions, and dates or times Headings (section 2.26-2.27) Level 1: Center, bold, Title Case Level 2: Align left, bold, Title Case Level 3: Align left, bold italics, Title Case Level 4: Indented 1/2", bold, Title Case, end with a period. Follow with text. Level 5: Indented 1/2", bold italics, Title Case, end with a period. Follow with text. Quotations (sections 8.26-8.33) Include short quotations (40 words or less) in-text with quotation marks For quotes more than 40 words, indent the entire quote a half inch from the left margin and double-space it with no quotation marks When quoting two or more paragraphs from an original source, indent the first line of each paragraph a half inch from the left margin Use ellipsis (...) when omitting sections from a quote and use four periods (....) if omitting the end section of a quote References (section 2.12) Begins on a new page following the text of your paper and includes complete citations for the resources you've used in your writing. References should be centered and bolded at the top of a new page Double-space and use hanging indents (where the first line is on the left margin and the following lines are indented a half inch from the left) List authors' last name first followed by the first and middle initials (ex. Skinner, B. F.) Alphabetize the list by the first author's last name of each citation (see sections 9.44-9.49) Capitalize only the first word, the first after a colon or em dash, and proper nouns Don't capitalize the second word of a hyphenated compound No quotation marks around titles of articles Appendices with Tables, Figures, & Illustrations (section 2.14, and chapter 7) Include appendices only to help the reader understand, evaluate, or replicate the study or argument Put each appendix on a separate page and align left For text, do not indent the first paragraph, but do indent the rest If you have only one appendix, label it "Appendix" If you have two or more appendices, label them "Appendix A", "Appendix B" and so forth as they appear in the body of your paper Label tables and figures numerically (ex. Table 1, or Table B1 and Table B2 if Appendix B has two tables) and describe them within the text of the appendix Give each table column a heading and use separating lines only when necessary Notes go below tables and figures (see samples on p. 210-226) Annotated Bibliography Check with your professor for the length of the annotation and which elements you should evaluate. These elements are optional, if your professor or field requires them, but they are not required for student papers: Abstract (section 2.9) Abstract gets its own page Center "Abstract" heading and do not indent the first line of the text Summarize the main points and purpose of the paper in 150-250 words maximum Define abbreviations and acronyms used in the paper Running Head (section 2.8) Shorten title to 50 characters or less (counting spaces and punctuation) for the running head In the top margin, the running head is aligned left, with the page number aligned on the right On every page, put (without the brackets): [SHORTENED TITLE OF YOUR PAPER IN ALL CAPS] [page number] More questions? Check out the authoritative source: APA style blog



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