Title (Keep It Short)

Subtitle

Normal

PPA Heading 1

Normal

PPA Heading 2

Normal

### PPA Heading 3

Normal

“[Insert a really great quote here. It may go to two lines like this quote that is long and very interesting.]”

#### Heading 4

Normal[[1]](#endnote-1)

Bullet Styles

Only go to level 3 unless absolutely necessary!

* Bullet Level 1 (Style: List Bullet)
  + Bullet Level 2 (Style: List Bullet 2)
    - Bullet Level 3 (Style: List Bullet 3)
      * Bullet Level 4 (Style: List Bullet 4)
        + Bullet Level 5 (Style: List Bullet 5)
* Bullet Level 6 (Style: List Bullet 6)

1. Numbering Level 1 (Style: List Number)
2. Numbering Level 2 (Style: List Number 2)
3. Numbering Level 3 (Style: List Number 3)
4. Numbering Level 4 (Style: List Number 4)
5. Numbering Level 5 (Style: List Number 5)

Emphasis Text

Text Box Example

Table . Sample Table

| COLUMN 1 | COLUMN 2 (N) | COLUMN 3 (%) |
| --- | --- | --- |
| Row 1 | 1,234 | 95% |
| Row 2 | 123,456 | 95% |
| Row 3 | 12,345 | 95% |
| Row 4 | 123,456 | 95% |
| Row 5 | 123 | 95% |
| Row 6 | 123,456 | 95% |
| Row 7 | 1,234 | 95% |
| **Total** | 123,456 | 95% |

Figure . Column Chart Example

Figure . Bar Chart Example

References

**Journal Article Elements**

Last Name, First Initial. Middle Initial. (Year). Title with only the first word capitalized: Subtitle with only the first word capitalized. *Name of Journal, Volume Number*(Issue Number), page numbers. DOI number

**Journal Article Example**

Ansari, A., Pianta, R. C., Whittaker, J. V., Vitiello, V. E., & Ruzek, E. A. (2022). Preschool teachers’ emotional exhaustion in relation to classroom instruction and teacher-child interactions. *Early Education and Development, 33*(1), 107–120, https://doi.org/doi # (there is no ending punctuation after the URL)

**Book and Ebook Elements**

Last Name, First Initial., Middle Initial., Last Name, First Initial. Middle Initial., Last Name, First Initial. Middle Initial., & Last Name, First Initial. Middle Initial. (Year). *Title with only the first word capitalized: Subtitle with only the first word capitalized*. Name of Publisher. URL or DOI if available

**Book and Ebook Example**

Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. https://thebigpicture-academicwriting.digi.hansreitzel.dk/

**Report by a Government Agency or Other Organization Elements**

Agency or Division. (Year). *Title with only the first word capitalized: Subtitle with only the first word capitalized* (Publication or Report Type and Number if Available). Name of Parent Agency. URL or DOI

**Report by a Government Agency or Other Organization Example**

National Cancer Institute. (2019). Taking time: Support for people with cancer (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. https://www.cancer.gov/publications/patient-education/takingtime.pdf

For additional types of references, see <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

1. This is a sample endnote. It will appear at the end of the brief. [↑](#endnote-ref-1)