

Liberty University

Master of Public Health

HLTH 501

Sample Paper for Regular Liberty University Class

Requiring Non-Structured Abstract: Final Draft

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Abstract

Provide a concise overview (with about **200-250 words**), of the main points of your paper. You may organize the abstract in a structured or unstructured format.^{1(p31-35)} This sample paper demonstrates a non-structured abstract, and is the format that will be used for most Liberty University class papers. Be sure to summarize the objective, main points, and conclusion of your paper in your non-structured abstract.

Introduction

The 11th edition of the *AMA Manual of Style* was released in 2020.¹ Liberty University provides its students with two distinct sample papers and templates: one set for class papers using a non-structured abstract and one set for class papers using a structured abstract. Those requiring a structured abstract include original research, synthesized reviews, and clinical reviews. However, students should always confirm any formatting requirements for all assignments through their instructions, rubric, and professor before using either university-provided AMA template to ensure there are not specific expectations for a given assignment. This sample paper follows the format for standard class papers using a non-structured format.

The introduction section:

[S]hould provide the context for the article and state any objective of the study, the hypothesis or research question (purpose statement), how and why the hypothesis was developed, and why it is important. It should demonstrate to the experts that the authors know the subject and should fill in gaps for the novice. It should generally not exceed 2 or 3 paragraphs or 150 words.^{1(p38)}

Note that in block quotes, as above, the quote is introduced in the structure of the sentence with a colon, it is single-spaced and left-justified with the entire left margin indented ½”, and there is a blank line before and after it. AMA itself does not specify the length requirement for block quotes (ceding that decision to editorial judgment),^{1(p482)} but Liberty University deems any direct quote longer than four lines of text to warrant a block quote; these should be used very sparingly. Per the *AMA Manual*, you will use Arabic numerals outside of periods and commas,¹⁽⁶⁴⁾ but inside of colons and semi-colons.

General Formatting

The *AMA Manual* likewise does not specify font size, line spacing, or margin justification. However, section 2 of the *AMA Manual*,¹ repeats the need for consistency, clarity,

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and professional presentation in all forms of writing. Therefore, Liberty University has made the determination to abide by the following guidelines in applying AMA in accordance with the JAMA Health Forum,² and those requirements are incorporated into all Liberty University course papers: 12-point font (except for the title and level 1 headings, which are 14-point font), double-spacing, left-justification with ragged right margin, using Times New Romans font for the content in the body of the paper and Arial font for the title and headings. Students would not ordinarily include the page numbers with the citation for each resource as is done heavily throughout this sample paper; those are included herein solely to direct students to the relevant sections of the *AMA Manual* since this is a sample paper for students learning to master that format.

Students in the Public Health program of study at Liberty University work on a wide variety project types, including white papers, infographics, community lay documents, stakeholder reports, and all versions of dissemination science. As such, there is a fundamental focus on simplicity in this sample paper. In all Liberty University Public Health class papers, AMA formatting is the starting point. The default is, *ask the professor*. Individual class assignment instructions and grading rubrics will contain all of the required elements; if in doubt, students should ask their professor for clarification.

Citations

AMA specifies that there are three purposes to citations of resources: “documentation, acknowledgement, and directing or linking the reader to additional resources.”^{1(p60)} It also stresses that authors “should always consult the primary source and should never cite a reference that they themselves have not read.”^{1(p60)} Citations should be numbered consecutively with Arabic numerals in the order in which they are cited in the text; each will have a corresponding

numbered entry in the reference list beginning on the page after the conclusion section.^{1(p63)}

Section 3.6 provides specific details regarding citation rules¹; these are included in the [AMA Quick Guide](#).

Citations in *AMA-11* are ordered consecutively in the order they appear in the body of the text. They are presented as superscripted numbers (¹) inserted at the end of the sentence, with a corresponding numbered reference entry in the reference list at the end of the paper. Be sure to use an endnote (not a footnote). Every time you refer to a resource, you would use the same number for that resource, no matter how many times you cite that resource in that paper.

Some sentences may include multiple citations. In that case, separate the source numbers by a comma with no spaces: like this.^{3,6} (which means you are citing both references #3 and #6 there). If you want to direct your reader to a specific page number in that resource, add that in parentheses after the citation; also with no spaces: like this.^{4(p.12)}

When mentioned in the text, only surnames of authors are used. For a 2-author reference, list both surnames; for references with more than 2 authors or authors and a group, include the first author's surname followed by "et al," "and coauthors," or "and colleagues."

- Doe⁷ reported on the survey.
- Doe and Roe⁸ reported on the survey.
- Doe et al⁹ reported on the survey.

Do not use the possessive form of et al (et al's); rephrase the sentence. Instead of "Doe et al's⁹ data support our findings," restructure the sentence to: "The data in the study by Doe et al⁹ support our findings." Note that abbreviations including et al and eg do not have periods in the AMA manual

Use Arabic superscript numerals *outside* periods and commas, *inside* colons and semicolons. When more than 2 consecutive references are cited at a given place in the

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manuscript, use hyphens to join the first and last numbers of a closed series; use commas without any space to separate other parts of a multiple citation:

- As reported previously,^{1,3-8,19}
- The derived data were as follows^{3,4}:

Avoid placing a superscript reference citation immediately after a number to avoid confusion between the superscript reference citation and an exponent. *Instead, place the superscript reference citation after a word in the sentence, or the closing punctuation.* If you wish to cite different page numbers from a single reference source at different places in the text, the page numbers are included in the superscript citation and the source appears only once in the list of references. Note that the superscript may include more than 1 page number, citation of more than 1 reference, or both and that all spaces are closed up.^{1(p64)}

- These patients showed no sign of protective sphincteric adduction.^{3(p21),9}
- Westman^{5(pp3,5),9} reported 8 cases in which vomiting occurred.

Headings

Be mindful that at this level of academic writing, you should be using headings to structure your paper.^{1(p39)} The title of your paper and Level 1 headings must be in bolded-Arial 14-point font. All other heading levels of Liberty University class papers will be bolded Arial 12-point font; Level 3 headings are underlined and Level 4 headings are italicized. All headings are left-justified. There is more spacing before a Level 1 heading and the content supporting each falls in paragraph form under each heading:

Level 1

Level 2

Level 3

Level 4

Tables and Figures

In academic papers and published articles, tables and figures are woven into the body of the paper because AMA’s stated “purpose of a table is to present data or information and support statements in the text.”^{1(p114)} This sample paper only has one table; if a student’s paper more than one, then those would be labeled consecutively: Table 1, Table 2, etc.

Table. Number of Presenting Cluster-B Personality Traits ^a				
	Antisocial	Borderline	Histrionic	Narcissistic
Pre-Treatment	12	7	3	6
Post-Treatment	4	2	4	2
Change	-8	-5	+1	-4
Met diagnostic criteria for personality disorder				
	Antisocial	Borderline	Histrionic	Narcissistic
Pre-Treatment	Yes	Yes	No	Yes
Post-Treatment	No	No	No	No
^a Data adapted from C Owen. ¹²				

Reference Types and Formatting

Only materials that have already been published should be include in the reference list; other materials, when mentioned, should be cited parenthetically in the text.^{1(p62)} Note that when citing a resource parenthetically, section 3.3 of the *AMA-11* specifies that:

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- the author(s) may not be named,
- the title may not be given,
- the name of the journal is abbreviated only when enclosed in parentheses, and
- inclusive page numbers are given.^{1(p62)}

The Bible can also be cited parenthetically—for example, Ephesians 6:19-20 (NASB) calls believers to witness to others—though it is acceptable to include a citation number and corresponding reference entry for it, too.^{1(pp93,459),3}

Liberty University anticipates that its students will often cite one or more common types of resources throughout the Public Health program, which will appear in a student's reference list after the conclusion section. These resource types include reports by the U.S. Centers for Disease Control and Prevention,⁵ articles in American Journal of Public Health (APHE),^{6,7} reports by the World Health Organization,⁸ and even official governmental social media content.⁹ In addition, Liberty University students may need to cite class lectures with a named presenter,¹⁰ class lectures with no named presenter,¹¹ class handouts,¹² and even on rare occasions as permitted, content from a student's prior class paper.¹³ Those would be peppered throughout the body of the paper as specifically related to the content stated in the student's sentences, with superscripted numeric citations (as the citations to the *AMA Manual* have been throughout this sample paper).

Conclusion

Even in the final paper you should end with a strong conclusion. This sample paper will review the use of resources and their importance. First and foremost, Liberty University class papers in the Public Health program should use basic AMA formatting and follow the specific requirements set forth in their assignment instructions as clarified by the professor. The most fundamental formatting elements are contained within this sample paper (specifically, heading

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levels, superscripted endnote numbering in the body, and numbered entries following AMA-11 format in the reference list). Liberty University's AMA Quick Guide includes a discussion and summary of other AMA formatting elements that may be required by specific assignments.

References

1. American Medical Association. *AMA Manual of Style: A Guide for Authors and Editors*. 11th edition. JAMA Network; 2020.
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<https://jamanetwork.com/channels/health-forum/pages/instructions-for-authors>
3. Ephesians 6:19-20 (NASB).
5. Centers for Disease Control and Prevention (CDC). Licensure of a meningococcal conjugate vaccine (Menveo) and guidance for use - Advisory Committee on Immunization Practices (ACIP), 2010. *MMWR Morb Mortal Wkly Rep*. 2010;59(9):273.
<https://pubmed.ncbi.nlm.nih.gov/20224545/>
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8. World Health Organization. Regulatory situation of herbal medicines: a worldwide review. Accessed July 23, 2019. <https://apps.who.int/iris/handle/10665/63801>
9. @HHSGov. Nearly 10.3 million people aged 12 years or older misused [#opioids](#) in 2018. Opioid [#addiction](#) can happen to anyone. Learn how you can help reduce the risk of addiction: bit.ly/2RTHLxK. September 23, 2020. Accessed September 24, 2020.
<https://twitter.com/HHSGov/status/1308793298048495617>
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13. Owen C. Effect of reduced Cluster-B personality traits in adopted children on their parents' levels of family satisfaction. Liberty University, COUC 815; 2020. Accessed August 30, 2020.

Appendix

If used, content for your appendix would go here. If none is needed, omit this page.