

Running head: DIVERSITY INITIATIVES FOR THE WORKPLACE

**(PLEASE NOTE: Do not exceed 50 characters, including punctuation and spaces in the running head.)**

Diversity Initiatives for the Workplace of the Future

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## Abstract

The second page of your paper contains your abstract. An abstract is a brief, comprehensive summary of the contents of your paper. It should be accurate, self-contained, concise and specific, nonevaluative, coherent and readable. It should reflect the purpose and content of your paper. **It should not contain more than 120 words. The abstract should be in block form and left justified, in other words, DO NOT indent paragraph.**

**EXAMPLE:**

Diversity in the workplace is not buzzwords for affirmative action or equal employment opportunity. Diversity includes everyone. The workplace is made up of people from various backgrounds, cultures, sexual orientations, abilities, etc. To be successful, the businessperson of today and tomorrow will have to "get on board" with diversity initiatives or be left behind at the "train station". The control of the dollar is changing. The demographics of the workplace have changed. There are more women and older persons in the workplace, and there is an increasing visibility of lesbians and gays. Today's supervisor and manager must be aware of the changing demographics and put forth the effort necessary to keep the workplace free of discrimination and harassment. The motto for the businessperson of today and the future could very well be, "inclusion is not an illusion, and it's a reality." Support of diversity initiatives is imperative.

**The abstract stands alone. Begin the next section on a new page. Once you begin your next section, continue double-spaced typing throughout your paper. DO NOT begin new sections of your paper on a new page. The only time you will start a new page is when you type your References.**

## Background (Level 1 Heading)

The first heading of your paper is “Centered Uppercase and Lowercase Heading.” You may have up to five levels of headings in your paper. Below is how each level of heading should appear.

### *The Importance of Diversity Initiatives (Level 2 Heading—Flush Left, Italicized)*

Diversity in the workplace initiatives are put in place to increase organizational awareness of the diversity of their employees and the value that each brings to the table. Training initiatives should cover a broad range of topics from diversity and globalism to religious diversity. Diversity initiatives ensure that everyone is included.

### *The Cost of Not Having Initiatives (Level 3 Heading—Indented, Italicized)*

Companies that have not instituted workplace initiatives have seen an increase in the number of sexual harassment complaints, age-discrimination complaints, each of which has increased the cost of doing business.

**Hopefully, this will not become confusing.** If you have four levels of heading **the first level is** “Centered Uppercase and Lowercase Heading;” **level two** is “*Centered, Italicized, Uppercase and Lowercase Heading;*” **level three** is “*Flush Left, Italicized, Uppercase and Lowercase Heading;*” **level four** is “*Indented, Italicized, lowercase paragraph heading ending with a period.*” When you use **five levels**, introduce level one **CENTERED UPPERCASE.**

**Short articles may require only one or two levels of headings:**

Centered Uppercase and Lowercase Heading

*Flush Left, Italicized, Uppercase and Lowercase Side Heading*

## Conclusion

Use this section to draw your paper to a conclusion. Do not leave your reader "hanging." You are to choose the title that you would like for the closing the paper. Conclusion was used as place filler.

Once you have completed the text of the paper. Start a new page for References.

## References

The Reference(s) page(s) begins on a new page. The references should be listed in alphabetical order. Consider author's names such as McAfee and Macwerner literally. Macwerner would come first. For two or more references with the same author, list first whichever one has the earliest publication year and single author citations precede multiple author citations. If there is NO Author, the title moves to the author position, and the entry is alphabetized by the first significant word of the title. Consult your APA Manual, Copyright 2001 for more information. **(New in the 5<sup>th</sup> edition of the APA Manual). APA publishes references in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented. If a hanging indent is difficult to accomplish with your word-processing program, it is permissible to indent your references with paragraph indents. The chosen format should be consistent throughout the references.**

**Example of each format:****Hanging Indent:**

American Psychological Association. (1992). Ethical principles of psychologists and code of conduct. *American Psychologist*, 47, 1597-1611.

Brown, H., & Milstead, J. (1968). *Patterns in poetry: An introductory anthology*. Glenview, IL: Scott, Foreman.

**Indent:**

American Psychological Association. (1992). Ethical principles of psychologists and code of conduct. *American Psychologist*, 47, 1597-1611.

Brown, H., & Milstead, J. (1968). *Patterns in poetry: An introductory anthology*. Glenview, IL: Scott, Foreman.