**Document Format:** Margins are one inch on all sides. All text in the document should be double-spaced. The font is 12-point Times New Roman. The title page is Page 1.

**Running Head:** The running head is an abbreviated title of the paper, located at the top of each page. It identifies the manuscript or published article for readers. The running head should consist of no more than 50 characters, including all letters, punctuation, and spaces. The words *Running head* appear only on the title page and are omitted from all subsequent pages in the document. All letters in the running head title are UPPERCASE.

Please format the journal assignment per APA guidelines: Include the title-page requirements, introduction, body of paper using headings and subheadings provided, a conclusion paragraph, references, and in-text citations to match the references. Please be sure to remove all of these instructional notes before submitting your finished paper.

Title of Journal Assignment

Student’s Name

University’s Name

Title

First paragraph of paper: In this section, you will write a brief introduction.

**Security Measure Rationale**

This section coincides with the first critical element from the rubric. You will explain the rationale behind your chosen security measures, making connections to your role as an HIM professional.

**Data Security Functionality**

This section coincides with the second critical element from the rubric. You will describe how your chosen security measures keep data safe and secure.

**Importance of Data Security**

This section coincides with the third critical element from the rubric. You will explain the importance of keeping data secure and having chosen security measures in place.

**Conclusion**

In this section, write a brief summary of your findings from above.

Be sure to include references and the corresponding in-text citations. The reference page follows this page.

References

Any time you reference outside materials (your textbook, The Joint Commission website or E‑dition, journal articles, websites, etc.), you will need to include an in-text citation per APA guidelines. Refer to the chart on page 177 in the APA manual, 6th edition. Citations differ depending on the number of authors. Sample in-text citations are included below.

*Three or More Authors, First Citation:*

According to Neck, Manz, and Houghton (2017) . . .

*Three or More Authors, Second Citation:*

Leadership has many definitions (Neck et al., 2017) . . .

You should include a reference list at the end of your paper, on a separate page.

* Your reference list should start on a new page with the word “References” centered at the top.
* Each reference used in your paper should be represented in the reference list (with some exceptions).
* Text should be 12-point Times New Roman font.
* References should be alphabetized by the last name of the first author.
* References of two or more lines should be formatted with a half-inch hanging indent.

**Example: Book**

*Single Author*

Author, A. A. (Year of Publication). *Title of book: Capital letter also for subtitle*. Place of Publication: Publisher.

*Two or More Authors*

Author, A. A., Author, B. B., & Author, C. C. (Year of Publication). *Title of book: Capital letter also for subtitle*. Place of Publication: Publisher.

*Example*

Chitty, D. (2008). *Are lemmings mythical creatures: Beautiful hypotheses and ugly facts*. New York, NY: Oxford University Press.

**Example: Journal Article**

Author, A. A., & Author, B. B. (Year). Title of the article. *Title of the Journal, volume number*(issue number), page numbers.

* Note: Use the digital object identifier (DOI) when available, instead of the URL.

Appelbaum, S. H., Shapiro, B., & Elbaz, D. (1998). The management of multicultural group conflict. *Team Performance Management: An International Journal, 4*(5), 211–234. doi:10.1108/13527599810234173

**Example: Web Article**

Last, F. (Year, Month Day). Title of article. *Title of Website or Periodical.* Retrieved from http://www.example.com

Cain, K. (2012, June 29). The negative effects of Facebook on communication. *JUST Media and Social Change.* Retrieved from http://www.justmediaandsocialchange.com/social-media/2013/12/26/the-negative-effects-of-facebook-on-communication.html

**Example: Webpage, No Author**

Title of the webpage. (Year). Retrieved from http://www.example.com

Tesla coil mailing list. (n.d.). Retrieved from http://www.pupman.com/