Title of the Paper in Full Goes Here

Student Name Here

Institution

Abstract

This is the abstract, which is typed in block format with no indentation. The abstract briefly summarizes your paper in 120 words or less. Through your abstract, your readers should be able to fully understand the content and the implications of the paper. Also, note that writing this section after the paper itself may be helpful. See section 2.04 APA for tips and more information on writing abstracts. This template was updated April 25, 2016.

Title of the Paper

This template’s margins, page numbers, and page breaks are set for you, and you do not need to change them. Do not add any extra spaces between the heading and the text (you may want to check *Spacing* under *Format*, *Paragraph* in your word processor, and make sure that it is set to 0”). Instead, just double space as usual, indent a full ½ inch (preferably using the tab button), and start typing. The introduction should receive no specific heading because readers assume that the first section functions as your paper’s introduction.

After considering these formatting issues, you will need to construct a thesis statement, which lets readers know how you synthesized the literature into a treatise that is capable of advancing a new point of view. This statement provides readers with a lens for understanding the forthcoming research presented in the body of your essay (after all, each piece of literature should support and apply to this thesis statement).

Once you have established your thesis, begin constructing the introduction. An easy template for writing an introduction follows:

1. Start with what has been said or done regarding the topic.

2. Explain the problem with what has been said or done.

3. Offer a solution in a concise thesis statement that can be supported by the literature.

4. Explain how the thesis brings about social change.

**Level 1 Heading**

This text will be the beginning of the body of the essay. Even though this section has a new heading, make sure to connect this section to the previous one so readers can follow along with the ideas and research presented. The first sentence in each paragraph should transition from the previous paragraph and summarize the main point in the paragraph. Make sure each paragraph contains only one topic, and when you see yourself drifting to another idea, make sure you break into a new paragraph. Also, avoid long paragraphs (more than three-fourths of a page) to help hold readers’ attention; many shorter paragraphs are better than a few long ones. In short, think this: new idea, new paragraph.

**Another Level 1 Heading**

Here is another Level 1 heading. Note that, when you add additional headings, you should use the APA levels available in the Styles area of your toolbar. If you enter them manually instead, you may need to delete the automatic indent that appears because Word thinks you are beginning a new paragraph. Again, the topic sentence of this section should explain how this paragraph is related or a result of what you discussed in the previous section. Consider using transitions between sentences to help readers see the connections between ideas. Below are a few examples of how to transition from one statement to another (or in some cases, one piece of literature to another):

1. Many music teachers at Olson Junior High are concerned about losing their jobs (J. Thompson, personal communication, July 3, 2013), largely due to the state’s recent financial cutbacks of fine arts programs (Babar, 2007).
2. Obesity affects as much as 17% of the total population of children, an increase which may lead to other chronic health problems (Hera, 2008; Sinatra, 2008).

For more examples, see some of the transitions handouts on the Writing Center’s website.

**Level 2 Heading**

The Level 2 heading designates a subsection of the previous section. Using headings is a great way to organize a paper and increase its readability, so be sure to review heading rules on APA 3.02 and 3.03 in order to format them correctly. For shorter papers, using one or two levels is all that is needed. You would use Level 1 (centered, bold font with both uppercase and lowercase) and Level 2 (left aligned, bold, both uppercase and lowercase). This template provides examples of APA’s four heading levels, but remember that at least two headings on the same level are needed before the next heading level. For example, a paper must have at least two level 3 headings before a level 4 heading.

**Level 3 heading.**Note that you should write Level 3 and 4 headings in sentence case, meaning that only the first word and any proper nouns are capitalized. The number of headings needed in a particular paper is not set, but longer papers may benefit from another heading level, such as this Level 3 heading (which is an indented, bold, lowercase paragraph heading).

***Level 4 heading.*** One crucial area in APA is learning how to cite in academic work. Make sure to cite source information throughout your paper to avoid plagiarism. This practice is critical: you need to give credit to your sources and avoid copying others’ work at all costs. Look at APA starting at 6.01 for guidelines on citing source information in your text.

***Level 4 heading.*** You will want to include at least two of each kind of heading in your paper, hence this additional paragraph modeling effective heading usage. See below for further tips on using headings effectively.

**Level 3 heading.**Again, if you choose to use Level 3 or 4 headings, at least two of each heading level should appear in the paper. Otherwise, if only one heading appears, your readers may question the need for a heading at all. If you find yourself questioning whether or how to use headings, consider consulting your instructor or committee chair for his or her input.

**Level 1 Heading**

APA can seem difficult to master, but following the general rules becomes easier with use. The Writing Center also offers numerous resources on its website and by email to help.

And so forth until the conclusion…..

**Level 1 Heading**

The conclusion section should recap the major points of your paper. However, perhaps more importantly, the conclusion should also interpret what you have written and what it means in the bigger picture. To help write your concluding remarks, consider asking yourself these questions: What do you want to happen with the information you have provided? What do you want to change? What is your ultimate goal in using this information? What would it mean if the suggestions in your paper were taken and used?

References

(Please note that the following references are intended as examples only. Also, these illustrate different types of references but are not all cited in the text. In your paper, be sure every reference entry matches a citation, and every citation refers to an item in the reference list.)

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