

**Title of Paper, up to 12 words, bolded**

Author's Name

Keiser University

Course Number and Name

Faculty Name

Due Date

### **Title of Paper**

The body of your paper uses a half-inch first line indent and is double-spaced. Note that the word *Introduction* should not be used as an initial heading, as it's assumed that your paper begins with an introduction. Instead, the title of your paper is repeated as the first line of page 2.

### **Heading Level 2**

You may separate sections of your paper by using headings. If the introduction of your paper needs to be divided into sections, then you would add a descriptive title flush left and bolded as you see here. Each word in the heading is capitalized. Text begins on the next line and is indented as you do for all new paragraphs. More than one level of heading is not required.

### **Next Section Heading**

If your paper has several parts (for example, introduction and literature review) then you may need another heading formatted as you see above. Do not add extra line spaces between sections or between paragraphs within the body of your paper. If Word is automatically adding an extra line space, you can change that setting under the section of the toolbar called "Paragraph." Look for "Line and Paragraph Spacing" and click on Remove Space After Paragraph.

You should include at least one in-text citation for every reference listed in your references section. This identifies for your reader which information in your paper came from each source. An in-text citation might be placed at the end of a sentence in which you make a specific claim, like this (Author's Last Name, Year of Publication). Or the article you are referring to might be part of the sentence, like this. Author's Last Name (Year of Publication) found that....

## References

[The References section begins on a new page, separated from the body of your paper. label this page "References" in bold, centered at the top of the page (do NOT underline or use quotation marks for the title). All text should be double-spaced just like the rest of your paper. References are presented in alphabetical order by the last name of the first author. They are formatted with a hanging indent. Be sure that every reference you list has a corresponding in-text citation within the body of your paper and vice versa. Some examples are below. You will need to learn the variety of formats that are specific to different types of references using the APA Publication Manual, 7<sup>th</sup> ed.]

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

Brown, A. R. (2016). This is an example of how you do a reference for a journal article. *Fake Journal Name Here*, 19(3), 457-480.

Simmons, B. (2015, January 9). *This is a webpage article reference*. <http://grantland.com/the-triangle/the-tale-of-two-flaccos/>