**Full Title of Paper (Capitalizing the Main Words)**

Your Name (First Name Last Name)

Department Name, College of the Desert

Course Name and Number

Instructor’s Name

Date assignment is due, with month written out in full (example: November 10, 2020)

**Abstract**

An abstract is a brief, comprehensive summary of the contents of the article; it allows readers to survey the contents of an article quickly and, like a title, it enables persons interested in the document to retrieve it from abstracting and indexing databases. Abstract word limits typically range from 150 to 250 words. Not all instructors will require an abstract. Be sure to verify your assignment’s requirements.

**Title of Paper Repeated Exactly as it Appears on Title Page**

This template was developed by Paul Rose of Southern Illinois University Edwardsville. TASC has made minor alterations to Dr. Rose’s template to make it more practical for typical student papers, and to include some important changes from APA’s seventh edition. This template gives you a basic format for APA student papers, however it is always wise to review full APA Style guidelines. You can view a sample APA Style annotated paper [by clicking on this link](https://apastyle.apa.org/style-grammar-guidelines/paper-format/student-annotated.pdf). For a detailed list of changes from APA’s sixth to seventh edition, consult APA’s guide [by clicking on this link](https://apastyle.apa.org/products/publication-manual-7th-edition-introduction.pdf).

To use this template, begin the body of your paper (your introduction) as the first paragraph beneath the title. Note that APA does not use the Introduction header: just plunge in. Add your text and delete the placeholder text used in the template.

APA Style uses a heading system to classify and organize paper sections. This helps guide the reader through the document. The major components of the paper (abstract, title, body, references, appendices, etc.) each begin on a new page with the heading centered at the top of the page. These labels should be at the top of the page where the section starts, in bold and centered. The body of the text is typically divided into sections with headings such as Methods, Results, and Discussion.

Sections can be further divided into subsections with headings. An example is a Methods section divided into Participants, Materials, and Procedure subsections. Headings should be in bold. The following are examples.

# **Heading Level 1**

A Level 1 heading (centered, headline style caps, bold font, separate line) is used for a major section of a paper such as the Background, Literature Review, or Discussion sections. A Level 2 heading would be used to designate a subsection of a major section; a Level 3 heading designates a subsection under a Level 2 heading, and so on. Most student papers will use no more than three levels of headings. Regardless of the number of levels, always use the headings in order, beginning with Level 1. For reference, the five levels of headings are shown below.

**Level 1: Major Section With Upper and Lowercase**

**Level 2: Flush Left Margin**

**Level 3: *Flush Left Margin, Boldface Italic***

**Level 4: Indented, Boldface Heading Ending With a Period.**Paragraph text continues on the same line and continues as a regular paragraph.

**Level 5*: Indented, Boldface Italic Heading Ending With a Period.*** Paragraph text continues on the same line and continues as a regular paragraph.

**Citations and References**

Your papers should use the citation and reference formats shown in the APA Style Manual, Seventh Edition. The (Author, Date) system of in-text citations is used to give credit to the words, work, and ideas of others on which you are building your argument. The Reference section, which contains the full information for the sources of all of your in-text citations, starts on a separate page after the body text of the paper. References are listed alphabetically, and formatted with a hanging indent. If you need help with in-text citations, check out the APA Style guide here: [APA Style In-Text Citations](https://apastyle.apa.org/style-grammar-guidelines/citations); for references, click here: [APA Style References](https://apastyle.apa.org/style-grammar-guidelines/references).

The following information gives you an example of a sample APA Style References page. APA Style allows for a variety of sources and mediums, so please refer to the [APA website](http://www.apastyle.org/) or your citation handbook for more examples. *TASC is not responsible for sudden, unannounced changes to the official style manual. Regularly consult the official* [*APA website*](http://www.apastyle.org/) *for updates.*

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