Assignment Title: Not Bold, Centered, Upper and Lower Case

Student Name

University

Abstract

If your professor asks you to provide an abstract, start typing your abstract here (no indentations). If you do not need an abstract, remove this page. Your abstract should be a single double-spaced paragraph. Your abstract should be about 130-150 words.

*Keywords*: you, write, them, if, necessary

Assignment Title: Not Bold, Centered, Upper and Lower Case

You should use no more than 12 words for your title.

Running head: THE TITLE (the header with words “Running head” appears only on the title page). Page numbers are inserted flush right, while the title of the paper written in UPPER CASE is inserted flush left. Your title in the header should contain no more than 50 characters (including spaces and punctuation). This means that if the title of your paper is longer than 50 characters, you must shorten it in the header. All the following pages have a different header: THE TITLE.

To use this template, select “File-Save As” and save the template under a new name. Start typing your paper immediately under the title line on this page. Make sure to indent each paragraph and use double spacing for the text of the paper. Do not write the word “Introduction” before the first paragraph in APA papers.

**Level 1 Bold Centered Heading for the New Section**

Start typing your sub-section here. You should mention the author and the year of publication when referring to someone’s words. If the used source has three to five authors, write all the authors’ names the first time they appear in the text (Cummings, Butler, & Kraut, 2014). For subsequent in-text citations, use the first author’s last name followed by et al. (Cummings et al., 2014).

**Level 2 Bold Flush Left Heading**

**Level 3 indented, bold, lowercase heading with a period.** Begin your text after the period.

***Level 4 indented, bold, italicized, lowercase heading with a period***. Begin your text after the period.

*Level 5 indented, italicized, lowercase heading with a period*. Begin your text after the period.

If you use a direct quote, you should mention the author, the year, and the page number: Barner (2012) claims that teachers “suggest ways of looking at the new material” (p. 100). If you paraphrase material, you do not have to mention the page number unless you provide concrete information that you could not have come up with yourself (statistics, %, millions).

For sources published online, use a paragraph number instead of a page number (e.g. Brownlie, 2012, para. 12). Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the block quotation on a new line, indented 1/2 inch from the left margin (i.e., in the same place you would begin a new paragraph). Type the entire quotation beginning at the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

The reference page is titled References. If you use only one (1) source, name the page Reference. Each source you mention on the reference page must be cited in the body of the text. Each source you cite in the body of the text must have a reference entry on the reference page.

Please note that APA style does not include the use of an outline at the start of a paper, but your tutor might have a valid reason for requiring one. Therefore, if the instructions seem to contradict APA style, ask whether this is intentional.

References

Barner, C. (2012). *Social media and communication*. New York, NY: Sage.

Brownlie, D. (2012). *Andragogy.* Retrieved from http://www.west.net/~ger/orientation/andragogy.html

Cummings, J. N., Butler, B., & Kraut, R. (2014). The quality of online social relationships. *Communications of the ACM, 45*(7), 103–108.

Appendix A

Use these guidelines if the customer asks for appendices. The first paragraph of the appendix should be flush with the left margin. Additional paragraphs should be indented.

Begin each appendix on a new page with the word “Appendix” at the top center. Use an identifying capital letter (e.g., Appendix A, Appendix B, etc.) if you have more than one appendix. If you are referring to more than one appendix in your text, use the plural appendices (APA only).

Label tables and figures in the appendix as you would in the text of your manuscript, using the letter A before the number to clarify that the table or figure belongs to the appendix.

Appendix B

Demographic Information for Cummings et al. (2002)’s Review

If an appendix consists entirely of a table or figure, the title of the table or figure should serve as the title of the appendix.