TITLE OF THE PAPER

Student’s Name

Course

Date

**Title of the Paper**

**Level 1: Centered, Bold, Each Word is Capitalized**

To use this template, select “File-Save As” and save the template under a new name. Start typing your paper here. Make sure to indent each paragraph and use double spacing for the text of the paper. However, for the lines representing the information regarding your name, course, and date, you should use single spacing (only for these three lines on the title page).

Level 2: Centered, Non-Emphasized Font, Capitalized

Do not leave a subheading by itself at the bottom of a page with no text after it.

**Level 3: Flush Left, Bold, Capitalized**

Double-space all text in the paper with the following exceptions: single-space block quotations as well as table titles and figure captions.

Level 4: Flush left, regular font, sentence case

*Level 5: Placed at the beginning of the paragraph*. Can be italicized or bold, sentence case. The period is used to separate the subheading and the rest of the text in the paragraph—start typing right after the heading. If you mention the name of the author in the signal phrase, put year and a page number in brackets. For example, Danhof (1969, 16) claims that teachers “suggest ways of looking at the new material”. If you paraphrase the idea from the source, use the last name of the author and the year in citations - (Danhof 1969). Example: Teachers help each student with their individual interpretation of understanding (Bronte 1847). These are the ways to cite your sources in the paper.

Sometimes, students are confused about how to arrange parenthetical citations for electronic sources because of the absence of page numbers. However, these sorts of entries often do not require a page number in a parenthetical citation. For electronic and Internet sources, follow these guidelines:

* Include in the text the first item that appears in the Reference entry that corresponds to the citation (e.g. author name, article name, website name, film name).
* You do not need to give paragraph numbers or page numbers.

The reference list is titled References. If you use only one (1) source, name it Reference. Maximum capitalization is used in the title, i.e. capitalize the first word, the last word and all principal words including those that follow hyphens in compound terms. 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.

References

Bronte, Emily. 1847. *Wuthering Heights*. Planet eBook. https://www.planetebook.com/free-ebooks/wuthering-heights.pdf

Danhof, Clarence. 1969. *Change in Agriculture: The Northern United States*. Cambridge, Mass.: Harvard University Press.