TITLE OF THE PAPER

Name of Student

Course

Name of Professor

University

Date

Title of the Paper

Level 1 Centered Headings Example

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. If your essay is long, you can use subheadings.

You should mention the author, the year of publication, and the page number when you directly quote material. For example, Smith and Jones (2012, p. 38) claim that teachers “suggest ways of looking at the new material.” 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, %, numbers, etc.). Put a comma before the year in citations, and place citations inside the sentence’s closing punctuation (Guenther and Vittori, 2012).

*Level 2 Italicized Flush Left Headings Example*

For sources published online, use a paragraph number instead of a page number (*Seven steps for effective leadership development,* 2012, para. 12). Title the reference page Reference List. 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. There are no indentations on the reference page.

Reference List

*Seven steps for effective leadership development* (2012) Available at: http://www.oracle.com/us/media1/steps-effective-leadership-dev-1657106.pdf (Accessed: 24 November 2018).

Guenther, R. and Vittori, G. (2012) *Sustainable healthcare architecture*. New York: John Wiley & Sons.

Smith, V. and Jones, R. (2012) ‘Individual assignments and academic dishonesty: exploring the conundrum’, *The Educational Researcher*, 35(1), pp. 37–56.