Title of Paper

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Title of paper

This is where you begin writing your paper. Notice that the title is listed again above this section. It is centered but not bold. For your entire paper, including your header section, your font should be double-spaced, Times New Roman, and size 12. Your margins on the paper should be set at 1-inch on all sides (click on “page layout” then “margins” then “normal”). Remember also to indent in every paragraph like below:

Notice that the header on the first page has a “Running head.” This is only required on the first page. To make your first page different from the rest of the pages, double-click in the header section of the paper and notice the toolbars on the top of the screen; Click on the button that says “different on first page.” Do this first then insert your page numbers by clicking on the tab that says “insert” then click “page number,” then “top of page,” and then “plain number 3” (this will place page numbers at the top right of the paper).

Next, complete the first page with ONLY the title of the paper, your name, and the school’s name and center them on the page. To continue to your next page 2, click in your header section on page 2 and type your title of the paper again with all caps. (This page and the following pages will not require the words “running head”). Your following pages will automatically copy with the title of the paper.

**Level I Headers**

You may want to add titles for sections in the paper, and include “headers.” A level one header is shown centered above. It is always centered, bold, and with upper and lowercase letters. I always recommend using headers because it helps the reader to easily read through the paper. Just think of headers like bullet points in a paper. If you have another section that you want to put under your level I header, you will then use a level II header, which looks like this:

**Level II Header**

A level II header, is left justified, bold, and capitalized. Most people do not use more than II levels but in the rare chance that you need to further break-down your information, you would use a level III header, which would look like this:

**Level III header.** Notice that this level is indented and is lowercase except for the first word. The writing also begins immediately after the period.

Once you finish all the writing in your paper, you will come to the conclusion section. You will want another level one header called “Conclusion.” Because this will be a level I header, it will need to be centered and be bold like this:

**Conclusion**

I recommend that all your papers have a conclusion section, regardless if you use headers or not. You may use this sample paper as a frame for all your future papers if you wish to. Simply take out my information and insert yours. Once you are finished with your conclusion section, you will be done with the paper, unless you have references. If you had any citations in the paper you will want to have a reference section to list all your references (Citation and reference names should match). The references will go on a separate page, which should have the title: “References.” See the reference section below and notice that the word “References” it is not bold but it is centered. When you have references, remember that the second line is always indented.

References

Peters, D. (2015). This is a pretend reference for an internet source. Retrieved from www. Peters.com

Peters, D. (2016). Remember to not capitalize your titles, except for the first word and pronouns. Retrieved from www. Peters.com

Peters, D (2016). Below is a sample from a text book. All book titles are italicized and have the city spelled out, the state code, and the publisher’s name. Retrieved from www. Peters.com.

Sue, D. W. (2006) Multicultural social work practice. Hoboken, NJ: John Wiley & Sons, Inc.

**APA paper check-list:**

1. Font: Times New Roman, double-spaced, size 12” (including the header section)
2. Margins are set at 1” on all sides (click on “page layout” then “margins” then “normal”)
3. Page numbers on all pages
4. Title page with only title of paper, name, and school name
5. Page 1 has “Running head” with title in all caps but all other pages have only the title of the paper in all caps.
6. Page 2 starts my writing and I have included the title again, centered.
7. I have the option of using headers but they are not required, except for the conclusion section.
8. I have included a separate reference page with any references and they match my citations.