**Title**

Author Name

Professional Studies, Southwestern College

# Course ID: Course Title

Instructor’s Name and Title

Assignment Due Date

**Abstract**

If the assignment calls for an abstract, the page with the abstract is placed between the title page and the first page of the paper as is placed in this template. If an abstract is not required for the assignment, remove this page for your assignment. Note that the first sentence of the abstract is not indented as is otherwise required for the rest of the paper. Please consult the [APA Seventh Edition Student Sample Paper](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_sample_paper.html) for an example and explanation of what is expected in an abstract and its format.

**Title of Paper**

Start the paper here in paragraph format. Times New Roman 12-point font is preferred. Other sans serif or serif fonts such as 11-point Calibri, Arial, and Georgia, and 10-point Lucida Sans Unicode and Computer Modern may be used. The font selected must be used throughout the paper. Be sure to use one space after the period or question mark at the end of a sentence. All new paragraphs are indented. Double space the text throughout the paper with no extra spaces between paragraphs.

**Headings**

 There are four types of headings that one may have within the body of a paper. Level 1 headings define the sections of the paper, are in bold title case, and are centered on the page. **Use of this Template** below is an example of a Level 1 heading. Note that there is not an introduction heading as the text after the paper’s title is considered the introduction. Level 1 headings may be defined by the assignment. As one example, level 1 headings may align with the assignment’s objectives with conclusions or recommendations being the last section, which aligns with what is expected with a formal report in a professional setting. An essay, on the other hand, may not expect level 1 headings as it requires a different style of writing.

**Headings**, above, is an example of a level 2 or second-level heading. Second-level headings are sub-sections. Please consult the [APA Seventh Edition Student Sample Paper](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_sample_paper.html) for examples and explanations about how to use and format second, third, and fourth-level headings as may be required for the assignment.

**Use of this Template**

 The college’s recommendation is that you save two copies of this template at the beginning of each course as there may be enhancements to it. Keep one copy with the instructions for reference. Keep the other copy as the template for assignments but remove the text with instructions and leave the title page paper headers in place. The headers will be changed as each assignment is prepared. Please also consult the [APA Seventh Edition Student Sample Paper](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_sample_paper.html) for additional information and a more detailed example of the format of an APA Seventh Edition paper.

**References**

Solomon, A., Wilson, G., & Taylor, T. (2012). *100% information literacy success*. (2nd ed.). Wadsworth Cengage.

The above is an example so please replace it with your own references. Be sure your References page is on a separate page at the end of the paper and your citations are in alphabetical order by the first item in the reference (usually by the last name of an author). Your references should be double spaced with a hanging indent. Remember that each reference must have at least one in-text citation in the body of the paper. Please be sure to refer to [Purdue OWL APA resources](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html) for help with references and in-text citations and any other APA Seventh Edition questions you may have in addition to our own [SC Online Writing Center](https://ps.sckans.edu/admissions/student-resources/online-writing-center/) as needed.