**Title in Upper Half**

First M. LastName

Department of \_\_\_\_\_\_\_, Brandman University

Course Number: Course Name

Title First M. LastName

Month xx, 202x

**Title Goes Here Too**

The body of the paper is double-spaced. Use the tab key on the keyboard (not in the Word document) to indent the first line of each paragraph by .5 (one-half) inch. Add only one space between sentences. APA assumes that your paper begins with an introduction, so do not use the word Introduction as an initial heading under the title.

If you have a multi-paragraph introduction, you may include headings after the initial paragraph. If you use headings in the introduction, the title is treated as a Level 1 heading, thus the next heading would be a Level 2 heading. See APA 7 Manual, Sec. 2.27, p. 47.

**Headings Are Optional**

APA does not require the use of headings. They are only used when the author thinks they will be helpful, or your professor wants you to use them. Level 1 headings are used to designate different sections of the paper. Depending on the content and complexity of the paper, lower level headings (2 through 5) are used to designate sub-sections under the Level 1 topic. Each level has its own style so that the reader can understand the organization of the author's paper. A paper could have zero headings, or only one Level 1 heading, or multiple Level 1 headings and no Level 2 headings, and so on.  APA style provides for up to five heading levels, which are shown below.

**Optional Heading Level 1**

The first three heading levels are above the paragraph, as shown here. All headings are in bold. Heading 1 is centered. Headings 2 and 3 are flush left. Headings 4 and 5 are used at the beginning of the paragraph. Place a period after Headings 4 and 5 then start the text.

**Heading Level 2**

Paragraph starts here.

***Heading Level 3***

Paragraph starts here.

**Heading Level 4*.*** Paragraph starts here.

***Heading Level 5*.** Paragraph starts here.

Summary for headings: Levels 1-3 use title case and do not include a period. Levels 4 and 5 are indented and end with a period, then start the text of the paragraph on the same line as the heading.

**Conclusion**

Paragraph starts here.

**References**

Alphabetize all entries. Double-space all entries. Any entry that takes up more than one line should be indented .5 inch (a hanging indent) on the additional lines.

Do not add extra lines of space between entries. Include an entry for every source identified in your paper. Do not include sources in References unless they are cited in the body of your paper. The complete source for each citation in the body of your paper should be included in your References list. Exception: If a personal communication (interview) is cited in the body of your paper, do not include the personal communication in the References section because readers cannot look it up.

**Appendix**

Appendices are optional and are only included when needed to supplement a paper's content. Generally, the professor's instructions will indicate whether an appendix is expected. The Appendix is placed after the References list. See Sec. 2.14. See the manual for proper style.

Additional information on APA can be found at the links below.

* The APA website provides handouts, guides, and checklists -- including an APA Style Reference Quick Guide and Reference Examples -- here: https://apastyle.apa.org/instructional-aids/handouts-guides
* These links are helpful for APA style and formatting questions:

https://apastyle.apa.org/style-grammar-guidelines

and

https://owl.purdue.edu/owl/research\_and\_citation/apa\_style/apa\_formatting\_and\_style\_guide/general\_format.html [also, see the links in the left column of the web page]