

RUNNING HEADER (TITLE OF PAPER, UNDER 50 WORDS)

First 2-3 words of Title 1

Title of Paper (Adjust top-bottom centering on page as needed by using print preview)

Author's Name

College Name

Abstract

The abstract should be one paragraph in length and shall not exceed 120 words. All numbers in this paragraph should be typed as numbers and not in word format. There is no indentation to the abstract paragraph.

### Title of Paper

Start the paper with a short introduction to the subject you are writing about. Formatting for the entire body of the paper is Times New Roman font in 12 point; double-spaced; aligned flush left; and paragraphs indented with 5-7 spaces. Page breaks have been put into their proper places and will create the proper format when printing. Adjust these page breaks as needed when removing sections. The page number appears one inch from the right edge on the first line of each page along with the first 2-3 words of the title separated by 5-7 spaces, excluding the Figures page.

Paragraphs do not include extra returns and retain the same double line space as the paragraph body. Page numbering will have to be done manually for each page as there is no page number function in Google Docs at time of this template creation. Be sure to check your page numbering before printing.

### Headings

Headings are recommended for structure and organization. First level headings are first letter capitalized and centered in the page. You do not start new pages for each heading.

#### *Subheadings*

Subheadings use first letter caps, are formatted italic, and aligned flush left. To make subheadings align flush left, use <Shift>+<Return> at the previous line to insert a line break as oppose to a carriage return which will result in new paragraph.

#### *References*

References use hanging indentation with the first line flush left and each additional line indented 5-7 spaces. This has been done already with the first reference. Hit "enter" to create a new reference after the first to keep the correct hanging indentation formatting or simply copy and paste the first example to make more references. If you loose the formatting of this first reference, please read the next section in order to fix it.

#### *Correcting Reference Indentation*

The reference page was the most difficult here with Google Docs. The reference page uses hanging indents and requires editing the CSS and HTML of this template in order to get it to work. Under the Edit menu you can select "Edit CSS" and you can see I have added two CSS styles to control the indentation in this document. there is no need to change this. The part you may need to change if you lose the formatting of the first reference example is the HTML of this document.

1. Enter your first full reference on the reference page.
2. Under the Google Docs Edit menu select "Edit HTML".
3. In the HTML code, find your reference. The example in this template looks like: `<p class="hang">Dough, John. (2003). <i>Example Book Title.</i> Chicago: Anycompany Publishing.</p>`
4. Edit the `<p>` at the beginning by adding `class="hang"` as to match the example in step 3. This will enable the hanging indent.

This is much easier than it sounds if you are not use to editing HTML. If you mess up you can always load a new template and copy the reference example from it and paste it back into this paper.

References

Author or editor. (Publication date). *Book title*. Place of publication: Publisher.

Author's Last Name, Initial of First Name. (Year, Month Day). *Title of Article*. Magazine title, Volume#, Page Numbers. (*Note: Use year and month if it is a monthly magazine*)

Appendix

One appendix per page.

Footnotes

Use standard APA formatting.

Figure Caption

*Figure 1.* Caption of figure