Title of Your Paper

Your Name

Name of Your Class

Name of Your Instructor

Assiniboine Community College

Date (month day, year)
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For most papers, a Table of Contents is not necessary. Only include a Table of Contents if your instructor has specifically requested it.
Abstract

An abstract is a concise summary of the key points of your research. It should include your research topic, research questions, participants, methods, results, data analysis, and conclusions. Generally, abstracts are only used in papers that contain original research.

Most papers at ACC do not require an abstract. Do not include one unless your instructor has specifically requested it.
Title of Your Paper

The first part of your paper is your introduction. You do not need to include a heading for your introduction. Your introduction should include the following elements:

- An interesting opening, or “hook.” This could be a statistic, a question, an anecdote, or a quotation.
- A thesis statement. This is a sentence that tells the reader what your argument is. Imagine yourself trying to convince the reader of something. What is that something? Your thesis statement might be something like, “Dogs are better than cats,” or, “Cultural Awareness is an important component of quality health care.”
- Provide a roadmap. How are you going to convince me that your thesis statement is true? What are the major points that you are going to cover? These parts of your argument should be included here in the order in which they will be discussed in your paper.

Body of Your Paper

After your introduction, you begin the body of your paper. If you are working with MS Word using your college account at ACC, all of the default settings will comply with APA format. Make sure that you use a plain, easy-to-read font, such as Calibri or Times New Roman. 11pt size is the standard, but 12pt is also fine. Your margins should be set to 1” on all sides (which is usually the MS Word default margin size).

You can see that this sample paper includes a heading in bold. **Headings are optional.** You can include headings if you think that they help to organize your paper and make things more clear, or if your instructor specifically requests them. Level one headings are centered and bold. Level two headings are left aligned and bold, as you can see below. For more information on headings, see APA Headings and Seriations.

Sub Headings
Sub headings are also optional, and are used to denote a topic that is related to the main heading. For example, if your main heading is “Psychological Concepts,” you might have sub headings such as “Schema,” “Self-Fulfilling Prophecy,” and “Discrimination.”

**Headers and Page Numbers**

We recommend that you include headers and page numbers in your paper. After you turn in your paper to your instructor, there is always the chance that things get mixed up, jumbled, damaged or lost. If a page is missing or out of order, page numbers will help your instructor to identify this fact. Headers help to ensure that pages from your paper do not get mixed up with other papers.

In order to insert a header, double click at the top of any page in your document. Type the title of your paper, or a shortened version of that title, so that it appears on the left side of your paper. Then use “tab” to get over to the right hand side of the header and go to Design> Page Number> Current Position> Plain Number in order to insert the page number. If you need your title page header to be different, as is the case with the whole “running head” business that is used in this sample paper, then you can click the “Different First Page” checkbox in the Design tab when you are in your header. Once you do this, it will clear the header on your first page, and you can type whatever you like in there. Don’t bother to “insert page number” on the title page – just type the number one on the right hand side of your header. Keep text font and size consistent throughout your paper. If you use Times New Roman, 12 font, change the font type and size in the header and page numbers.

**Citations**

Citations are mandatory for all papers at ACC unless your instructor specifies otherwise. You must provide a citation when you take information from another source, regardless if you directly quote the information or paraphrase. Taking information from a source without a citation is not cool, and is considered plagiarism. The good news is that citing is very easy:

*Paraphrase (your own words)*
- According to Author (year), blah blah blah blah blah blah blah blah.
  Or
- blah blah blah blah blah blah blah blah (author, year).

**Direct Quotation**

- “blah blah blah blah blah blah blah blah” (author, year, p. X).
  Or
- According to Author (year), some things always sound like, “blah blah blah blah blah
  blah blah” (p.X).

The important thing to remember about citing is that it should be clear that the information you are
using comes from somewhere else, and it should be clear where the information comes from. Your
instructor will tell you if you need to cite your textbook and/or lectures. When in doubt, cite it!

**Conclusion**

Your conclusion should look a lot like your introduction. It should include the main points from
your argument, and it should restate your thesis statement.

Remember that “APA Format” does not have to be difficult. If you are worried about it, just ask
your instructor about the specific requirements for your class. For most courses, all you need is a title
page, introduction, body, conclusion and reference page.
Reference Page

A reference page is mandatory for all papers at ACC, unless your instructor has specifically told you otherwise. The most important thing to remember about the reference page is that it should list the sources that you have used in your paper in a way that provides the information necessary for a reader to locate and retrieve any source that you used. Each source that you cite in your paper should appear in your reference list.

Different types of sources require different types of format for your reference page. For help with this, Assiniboine Community College recommends that you use the program Noodle Tools, which is accessible through the Library website. You can also find rules for different types of citations at the Purdue Online Writing Lab (OWL) website: [https://owl.english.purdue.edu/owl/resource/560/05/](https://owl.english.purdue.edu/owl/resource/560/05/)

If you have questions about APA format, do not hesitate to ask your instructor, library staff, or Learning Curve staff for assistance.
Appendix A

Title of Your Appendix

An appendix is not required for most papers at ACC. You should only include an appendix if your instructor has specifically asked for one. You will use an appendix if you want to include a sample of something (such as a pamphlet, form or photo), a graph, or a table of statistics.