<Paper Title Here>

<Student Name>

American College of Healthcare Sciences
Typing Template for APA Papers

This is an electronic template for papers written in APA style (American Psychological Association, 2009). The purpose of the template is to help the student set the margins and spacing. Margins are set at one inch for top, bottom, left, and right. The type is left-justified only—that means the left margin is straight, but the right margin is ragged. The first line of each paragraph is ½" tab indented. This can be set by using the ruler and putting the top chevron to ½". The line spacing is double throughout the paper, even on the reference page. Two spaces are used after punctuation. The font style used in this template is Times New Roman and the font size is 12, which is now required in APA sixth edition.

First Heading

The heading above would be used if you want to have your paper divided into sections based on content. This is the first level of heading, and it is centered and bolded with each word of four letters or more capitalized. The heading should be a short descriptor of the section. Note that not all papers will have headings or subheadings in them.

Second Heading

When you are ready to write, and after having read these instructions completely, you can delete these directions and start typing. The formatting should stay the same. However, one item that you will have to change is the page header, which is placed at the top of each page along with the page number. The words included in the page header should be reflective of the title of your paper, so that if the pages are intermixed with other papers they will be identifiable. When using Word 2003 at a minimum, double click on the words in the page header. This should enable you to edit the words, but you will need to do so on both the title page and one of
the text/reference pages to ensure both are correct. You should not have to edit the page numbers.

In addition to spacing, APA style includes a special way of citing resource articles. See the APA manual for specifics regarding in-text citations. The APA manual also discusses the desired tone of writing, grammar, punctuation, formatting for numbers, and a variety of other important topics. Although the APA style rules are used in this template, the purpose of the template is only to demonstrate spacing and the general parts of the paper. The student will need to refer to the APA manual for other format directions. A sample reference page is included below; however, this page includes special spacing and formatting. The examples on the following page include examples taken directly from the APA manual.
References


