**Title of the Paper in Bold**

Student Name

Saybrook University

Course Number: Course Name

Instructor Name

Date

**Abstract**

Not every instructor requires that an abstract be included in papers submitted for their courses. In addition, some require the use of keywords in the abstract as illustrated below and others may not. All the material presented in this template acts as a framework for what ought to be applied in most student papers formatted using the APA Manual (7th ed.), but the requirements provided by each instructor will take precedence over any guidelines presented here. In addition, this template covers how to use headings using the style pane, formatting of tables and figures, and reference entries. Other various formatting elements are presented throughout the template.

Note that when using keywords the word “keywords” is italicized while the list of keywords is not. Also note that all keywords are embedded in the text of this abstract.

*Keywords*: APA, student paper, headings, tables and figures, reference entries

## Title of Paper in Bold

Begin your text here, making sure to indent 0.5 inches and double-space it. The APA Manual (7th ed.) allows for varying types of fonts. See section 2.19 of the APA Manual (7th ed.) for font requirements. This document uses Times New Roman size 12 font, as it is the most common.

Below you will see how to use heading levels to organize the paper. The formatting for each heading level has been built into the Styles Pane in this template, including block quotes and reference entries. However, this template also includes instructions on how to use the Styles Pane in the toolbar above so that the process is outlined. Note that using headings from the style pane means that headings are navigable, allowing you to see all your headings and move though your paper easily. To enable this feature, go to the “View” tab at the top of the page and select “Navigation Pane.”

Use heading levels to organize content within the paper. Do not add extra space between headings, paragraphs block quotes, images, etc. When using APA heading Levels 2–5, multiple headings of that level must be used. Otherwise, include that content in the Heading Level that precedes it. For Level 2 and 3 headings, at least two headings must be used while Level 4 and 5 headings require at least 3 uses of the heading level. For a summary of the settings for heading level requirements, see Appendix C.

## Formatting Paragraphs

To format the paragraphs correctly, open the Styles Pane, and first set the “Normal” paragraph to reflect APA/Saybrook style. The font in this document is set to Times New Roman, 12 point; however, consult the APA Manual (7th ed.) Section 2.19 for other acceptable font formats. For your reference, the first line indent needs to be set at 0.5 inches and spacing should be set to double space with no extra spacing between paragraphs (set spacing before and after to “0,” not “auto”). Pre-set headings may vary depending on the version of Word that is being used.

## APA Headings Levels 1–5

Next, to set up the headings you may modify or create a style in the style pane. To modify an existing one, right click the style and select “modify.” To create a new style select the drop-down menu and click “Create a Style.” Name the heading “Level 1” and give it the following settings:

* font is the same style and size as the rest of the document (in this template: Times New Roman, 12-point font)
* font is bold
* heading is centered
* no first line indent
* double spaced

Then, place the cursor within the text that will be converted into a heading and click on Level 1 in the styles pane. This action will “mark” this text as a Level 1 heading and it will appear in the navigation pane. Be sure that the following paragraph is set to “Normal” for the basic text of your document.

Any APA heading (Levels 1–5) requires that all words 4 letters long or more be capitalized. To keep headings with the content below them (rather than hanging at the bottom of a page) modify the style and select “Format” in the bottom left corner. Then, select “Paragraph” and go to the tab “Lines and Page Breaks” and ensure that “Keep With Next” is selected.

### Level 2 Headings

Level 2 headings follow the same requirements as Level 1 headings with the modification that they are left-aligned.

If you need to create a second level of sub-headings—if your first sub-heading needs two or more headings within it—then you go to the next level.

#### ***Level 3 Headings***

For a Level 3 heading, proceed in the same way as with Level 2, but with the additional modification italicizing the font. All words in a Level 3 heading are capitalized, bold, and italicized.

Level 4 Headings**.** Continue with the paragraph on the same line as the heading itself. The font follows similar requirements as a Level 2 heading, but the first line is indented 0.5” and is followed by a period. It is less common for authors to use Levels 4–5 and formatting Levels 4–5 are tricky, so if you plan to use them, it is important to understand how they work.

To format Level 4 headings correctly, the entire paragraph, including the heading, is first set to “Normal.” Then, highlight the text of the heading (level 4) *without the period*,[[1]](#footnote-2) then select Level 4 from the Styles Pane to attach the style to the highlighted heading. Then, highlight the period following the heading and set it to bold font. This procedure guarantees that only the heading is set in bold and that only the heading is pulled into the table of contents and not the period or the entire paragraph. Double check your work to assure only the bold text shows as Heading 4, but the paragraph text shows as “Normal.”

Remember that, with heading Levels 4 and 5, you also must have at least three headings of that level to use it. If you have less, you do not need the heading levels and can utilize transitional phrases instead.

Level 5 Headings***.*** Proceed in the same way as with the Level 4 heading, but with the modification that the font in the heading (and the period) is italicized.

## Block Quotations

For quotes containing 40 words or more, a block quotation is needed. According to the APA Manual (2020),

Do not use quotation marks to enclose a block quotation. Start a block quotation on a new line and indent the whole block 0.5 in. from the left margin. If there are additional paragraphs within the quotation, indent the first line of each subsequent paragraph an additional 0.5 in. Double-space the entire block quotation; do not add extra space before or after it. Either (a) cite the source in parentheses after the quotation’s final punctuation or (b) cite the author and year in the narrative before the quotation and place only the page number in parentheses after the quotation’s final punctuation. Do not add a period after the closing parenthesis in either case. (Section 8.27)

To create a style for block quotes in the style pane, select the drop-down menu and click “Create a Style.” Title the new style, “Block Quotes.” In the bottom left corner, select “Format” then click “Paragraph.” Set alignment to left and under indentation set left to 0.5”. Under spacing, set line spacing to double and ensure before and after are set to “0 pt.” Click okay to save the style. When creating a block quote, make the quote its own paragraph, then highlight the quote and select the style from the style pane.

## Tables and Figures

Tables and figures[[2]](#footnote-3) are sometimes used in student papers. Below is an example of a figure. Please notice that the caption and title go above tables and figures and any notes go below. Tables/figures should appear after the first full paragraph in which they are first mentioned or should be gathered at the end of the chapter in which they are first mentioned. Figure number and title must be on the same page as the actual figure/table, and figures/tables should not be interrupted by page breaks. It is recommended to resolve this when you have completed writing and editing the content of the document.

**Figure 1**

Association Between ASMC and Body-Related Constructs (APA Style)

Appearance-Related Social Media Consciousness (ASMC)

Time Spent on Social Media

Body Esteem

Body Comparison

Body Surveillance

−0.32\*\*\*

−0.02

0.56\*\*\*

0.54\*\*\*

−0.08

0.07

0.20\*\*\*

−0.50\*\*\*

0.41\*\*\*

−0.42\*\*\*

*Note.* Notes are provided below the table/figure in the same font and size as the rest of the text.

\*\*\*p<.001

Below is an example from the Saybrook Handbook for a complex table to illustrate how it looks. Because the table is too large for this page, it has been moved to a new page. As this image of the one in the Saybrook Handbook, you will notice the edges of the table are somewhat indented from the left side. This will not be the case when you form your own tables using the Table Tool in Word.

**Table 1**

*Being Religious and/or Spiritual by Group*



*Note.* General notes to a table appear here, including definition of abbreviations. Notes are double spaced.

aA specific note appears on a separate line below any general notes. b Subsequent specific notes are run in (see section 7.14 of the APA Manual-7th ed.).

\*A probability note (*p* value) appears on a separate line below any specific notes; subsequent probability notes are a run in (see section 7.14 for more details on content).

## References

This is the References Section, or the References List. All of the sources cited within the text of the paper should be included here. Note that sources not included in the text of the paper should not be included in the References List.

The heading at the top of the page should be formatted using “Level 1” from the style pane (centered, all caps, boldface). For the body of the References List, under the paragraph format option, under “Special,” select the hanging indent option. The hanging indent should be set to 0.5 inch. For aspects of formatting individual reference entries, follow the APA Publication Manual.

Arslan, S. (2012). Psychological results of recreative participation for disabled people and its effects on perception of quality of life. *International Journal of Academic Research, 5*(6), 23–26. [https://doi.org/10.7813/2075–4124.2013/5–6/b.4](https://doi.org/10.7813/2075%E2%80%934124.2013/5%E2%80%936/b.4)

Birks, M., & Mills, J. (2011). *Grounded theory: A practical guide.* Sage.

Blauwet, C., & Willick, S. E. (2012). The paralympic movement: Using sports to promote health, disability rights, and social integration for athletes with disabilities. *Physical Medicine and Rehabilitation, 4*(11), 851–856. [https://doi.org/10.1016/j.pmrj.2012.08.015](file:///C%3A%5CUsers%5Callisonwall%5CDownloads%5C%E2%80%93)

## APPENDICES

## Appendix A: Formatting Appendices

For the Appendices, attach “Level 1” formatting to “APPENDICES” and type it in all capital letter. On the next line, begin with Appendix A and attach a Level 1 heading.

## Appendix B: Your Title Goes Here

The actual appendix material might be placed on a new page like this one if it will not fit on the previous page with the appendix title. If a glossary is included, it should be the final appendix.

## Appendix C: Heading Level Formatting Requirements

 The table below summarizes the formatting of each heading level as described in this template.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Font** | **Bold** | **Italics** | **Alignment** | **Indentation** | **Capitalization** |
| **Normal Paragraphs** | See APA Manual Section 2.19 | No | No | Left | None for settings | None for settings |
| **Level 1** | Yes | No | Center | None | Capitalize all words 4 letters long or more |
| **Level 2** | Yes | No | Left | None |
| **Level 3** | Yes | Yes | Left | None |
| **Level 4** | Yes | No | Left | First line 0.5” |
| **Level 5** | Yes | Yes | Left | First line 0.5” |

## Appendix D: Useful Resources

We hope that you found this template helpful, but now that you have made it through the content, you may have further questions. If that is the case, please consider utilizing one of the following resources provided through the Center for Writing and Academic Success (CWAS).

* Canvas Shell Enrollment Link: <https://tcsedsystem.instructure.com/enroll/944E6Y>
* Schedule a Tutoring Appointment: <https://saybrook.mywconline.com/>
* Saybrook Handbook of Format and Style: [https://community.saybrook.edu/writingcenter/Shared%20Documents/Saybrook%20Handbook%20of%20Format%20and%20Style%20(2020).pdf](https://community.saybrook.edu/writingcenter/Shared%20Documents/Saybrook%20Handbook%20of%20Format%20and%20Style%20%282020%29.pdf)

We also recommend the following websites for APA and grammar resources:

* Purdue OWL: <https://owl.purdue.edu/owl/purdue_owl.html>
* APA Style: <https://apastyle.apa.org/>
* UNC Chapel Hill: <https://writingcenter.unc.edu/tips-and-tools/>

**Questions?**

Contact the CWAS at sbwritingcenter@saybrook.edu.

1. Omitting the period from the highlighted field keeps the Table of Contents from automatically populating this entry with the entire text of the paragraph and from formatting the whole paragraph as if it were all a Level 4 heading. [↑](#footnote-ref-2)
2. See APA Manual (7th ed.) section 7.8–7.21 and 7.1–7.7 for requirements for tables and figures. [↑](#footnote-ref-3)