**Title of Paper: Three or Four Spaces Down From the Top**

Your Name

Your Faculty, Your School

Course

Instructor

Due Date (Month Day, YEAR)

**Abstract (if requested)**

The abstract starts on a fresh page. The word ‘abstract’ is centered, bolded, and capitalized. The paragraph begins on the next line, left aligned and no indent. A typical abstract should be less than 250 words and should only be included at the instructor’s request.

*Keywords:* italicize the word “keywords,” indented half an inch (1.27 cm), separate keywords with comma, do not close with a period

**Table of Contents (if requested)**

Abstract 1

Chapter 1: Title 2

Subtitle one 2

Subtitle two 2

**Title of Paper: Three or Four Spaces Down From the Top**

According to the Government of Canada (2021), abuse is defined as “harm that can be physical, sexual or emotional” (para. 3). This can also include neglect (Government of Canada, 2021). General notes on formatting. Left-align the text, double space the text, and use a font that is acceptable to your instructor. Traditionally, Times New Roman style has been used in conjunction with font size 12. However, to ensure the font is accessible to all users, other sans serif fonts are used, including but not limited to (font style, size) Calibri 11, or Arial 10. There will be no heading (such as ‘Introduction’) opening the paper, but headings and seriation are often used throughout and will be formatted as follows:

**Subtitle Level One: Centered, Bold, and Title Case**

Begin text on next line and indent the first line.

**Subtitle Level Two: Flush Left, Bold, and Title Case**

Begin text on next line and indent the first line.

***Subtitle Level Three: Flush Left, Bold, Italicized, and Title Case***

Begin text on next line and indent the first line.

**Subtitle Level Four: Indented, Bold, Title Case, Closed With a Period***.* Begin text after period.

***Subtitle Level Five: Indented, Bold, Title Case, Closed With a Period****.* Begin text after period.

**References**

Government of Canada. (2021, July 7). Child abuse: Information and resources. <https://justice.gc.ca/eng/cj-jp/fv-vf/ca-me.html>

Surname, T., & Surname, T. T., Jr. (YEAR). Title of article in journal: Subtitle using sentence case. *Name of Journal Using Title Case*, *8*(12), 1-27. <https://doi.org/1000000000004>

Surname, T.T, Jr., & Surname, T. T., III. (YEAR). Title of article in book: Subtitle using sentence case. In E. Lastname (Ed.) *Name of book using sentence case* (3rd ed., pp. 33-66). Publisher.

**Appendix A**

Note on Appendices

Each appendix starts at the top of a fresh page. If there is only one, it will simply be titled ‘Appendix’. It will be centered, bolded, and capitalized. If there are two or more, they will be serialized with letters (A, B, C, ect.) based on order of appearance. The title should be below the word ‘Appendix’ and should describe the content of the appendix.

**Appendix B**

Note on Title Case

**Table 1**

*Title Case*

|  |  |
| --- | --- |
| What Gets Capitalized | What Does Not Get Capitalized |
| * The first word * The first word of a subtitle * Words after colons, em dashes, or ending punctation * Hyphenated words * Words longer of four letters or more * Major words (nouns, pronouns, verb, adjective, and adverbs) | * Articles (“the,” “a,” “an”) * Short conjunctions (1-3 letters: “and,” “but,” “or,” “nor”) * Short prepositions (1-3 letters: “at,” “by,” “in,” “of”) |

**Appendix C**

Note on Sentence Case

**Table 2**

*Sentence Case*

|  |  |
| --- | --- |
| What Gets Capitalized | What Does Not Get Capitalized |
| * The first word * The first word of a subtitle * Words after colons, em dashes, or ending punctation * Proper names * Initializations and acronyms | * Everything else |