The Title is Bold, Centred, and in Title Case

Student Name

Student Number

Affiliation (program name), Conestoga College

Course Name/Code

Course Instructor

Assignment Due Date

The Title is Bold, Centred, and in Title Case

We do not need to use a section heading for the introduction. Margins are set at 2.54 centimetres (1 inch), and the first line of every paragraph is indented using the “tab” key, which is set to half the size of the margin. The entire essay, including the references page is double-spaced. The font for the whole essay, including the reference page is 12-point Arial (other fonts may be acceptable–see the APA@Conestoga webpage for details). The thesis statement is, most often, found at the end of the introduction paragraph. The thesis statement comprises the writer’s opinion/point-of-view/argument plus—and this is very important—clear expressions of the main ideas the writer will use to explore and develop the thesis. For an essay this size, these main ideas should match the level one headings.

Level One Heading

The level one heading is centred, bold, and uses title case (all the ‘big’ words are capitalized). Again, the font is the same for the whole essay, including the level headings. Remember, the first line of every paragraph must be indented. This template has already been set up to indent the first line of each paragraph, so all you need to do is hit ‘enter’ when you want a new paragraph. In order for the formatting to work, please start typing at the start of this paragraph and delete the rest of this text (only keep your text).

Level Two Heading

The only difference between the Level 1 Heading and the Level 2 Heading is that level two is left justified instead of centered. Notice the headings are not indented. Like the Level 1 Heading, Level 2 is bold, and uses title case (all the ‘big’ words are capitalized).

Level three heading

The only difference between Level 3 and the Level 2 is that the Level 3 Heading is in italics.

References

Use the Refences Page style above to automatically apply the hanging indent and double-spaced format required on the references page. Note: you will have to add italics as necessary, and you will have to arrange your references in alphabetical order. Remember, the word “References” is a Level 1 heading, and it starts on a new page.