

Need help creating a header with page numbers
and a running head in Word? [Click here](#)

Title Goes Here with an Optional Subtitle: A StFX Academic Success Centre Template

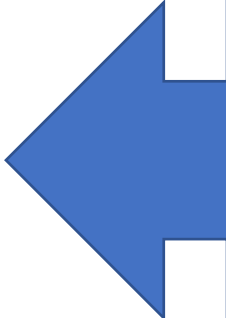
Author's Name

Name of Department, Name of University

Course #: Course Name

Professor's Name

Due Date



Depending on the requirements of your assignment, your Title Page will be followed by an Abstract, Table of Contents, or introduction.

In any case, you will need to create a new page.

Do not create a new page here by repeatedly hitting "enter"!

[Click here and learn how to create a "page break" in Word.](#)

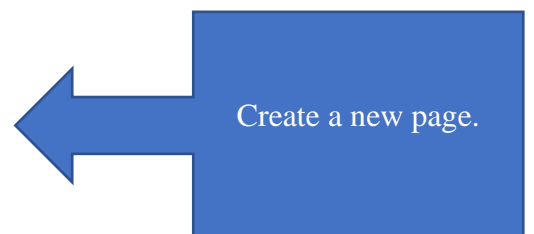
Abstract

If an abstract is required, it will go here.



Headings using “Styles” are necessary for generating a Table of Contents.

[Click here and learn how to modify your heading “Styles” in Word so that they conform to APA formatting.](#)



Create a new page.

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There are no guidelines in APA for a Table of Contents. If a Table of Contents is require, [click here and learn how to insert one in Word.](#)

(It will be necessary to first learn how to establish heading styles. See above.)

 Create a new page.

Your Title Goes Here: You Can Add a Subtitle Too

Notice that the title of your essay is a Level 1 Heading. It therefore has capital letters for all words except articles, prepositions and conjunctions. It is also bolded and centered. Here is where you will write your introduction. You may need to add sections and subsections, so will have Levels 2 and 3 Headings.

Level 2 Heading

Notice that the Level 2 Heading has capital letters for all words except articles, prepositions and conjunctions. It is also bolded and left-justified. The text under this heading begins in a new paragraph. You may even have to have further levels of subsections.

Level 3 Heading

Notice that the Level 3 Heading has capital letters for all words except articles, prepositions and conjunctions. It is also bold italics and left-justified. The text under this heading will begin in a new paragraph.

Level 4 Heading. Notice that the Level 4 Heading has capital letters for all words except articles, prepositions and conjunctions. It is also bold, indented, and followed by a period. The text under this heading will start immediately after the heading.

Level 5 Heading. Notice that the Level 5 heading has capital letters for all words except articles, prepositions and conjunctions. It is also bold italics, indented, and followed by a period. The text under this heading will start immediately after this heading.

Purpose of the Study

Here is where you will describe the purpose of the study.

Methods

Notice that the Methods section is a Level 1 Heading but it does not need to begin at the top of the page. In this section, you will describe your methodology and methods. You will need headings for this section, such as sample, instruments, and design.

Level 2 Heading

The text under this heading begins in a new paragraph. You may even have to have further levels of subsections. You will add additional heading levels if required.

Results

Notice that the Results section has a Level 1 Heading.

Level 2 Heading

Here is where you will add a section about a topic within your results. You will add additional heading levels as required.

Discussion

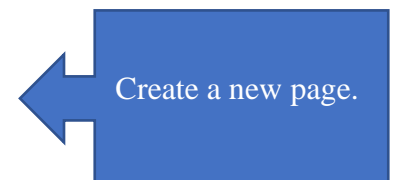
Here is where you will begin to write your discussion. Notice that the Discussion section requires a Level 1 Heading.

Level 2 Heading

Here is where you will add a section of your discussion. You will add additional heading levels as required.

Conclusion

Here is where you will begin to write your conclusions. Notice that the Conclusion section requires a Level 2 Heading within the Discussion section.



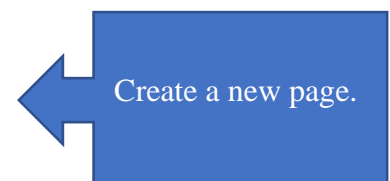
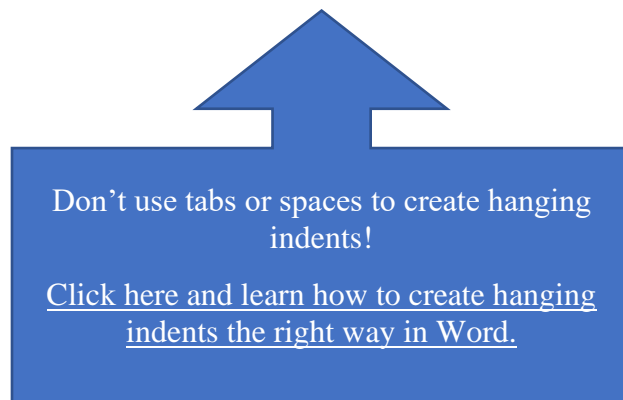
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Appendix