[Title in Mixed Case]

[Author Name]

American Public University System

1. Sections of an APA paper: title page, abstract (might be optional – check with instructor), text of paper and reference page.
2. Running head is PERMANENT and aligned left margin on same line as page number (page number is flush right margin).

* Reads: Running head: Portion of title no longer than12 words in length and contain no abbreviations.

All letters of title are capitalized. Example: Running head: LEARNING STYLES (title page only)

* Title page is always page 1. Thereafter, the title appears on each page in the header with only page numbers changing). Example: LEARNING STYLES .
* Center on page: Title of paper typed in upper & lower letters, followed by name, professor’s name and title of course.
* Begin paper by centering title at the top of page two (unless there is an Abstract or Table of Contents – number these first). The title is uppercase and lowercase letters and located directly under the 1” margin. **Here is an example!**

**Table of Contents**

**Abstract**

[Beginning on this line, write a concise summary of the key points of your paper regarding your organization’s use of IT. Your abstract should be a single paragraph double-spaced. Your abstract should be between 150 and 250 words.]

**Introduction**

**Introduction goes after the Abstract. Include all of the following using level 2 heading:**

**Statement of the Problem**

Start your sentence here!

**Statement of the Purpose**

Start your sentence here!

**Research Questions**

Start your sentence here!

**Significance of the Study**

Start your sentence here!

**Literature Review**

[Begin the body of your paper with your introductory paragraph(s), which should provide an overview of your organization and their use of IT. You may want to mention any challenges that you faced in conducting your analysis and how you overcame them. All paragraphs of your term paper should be indented with a tab, like this example is. The entire paper should be double-spaced. However, there should be no blank lines before or after headings or sub-headings, or between paragraphs!] Remember to preview what the paper will discuss. For example, “the paper will or the research will.”Use 3rd person point of view (unless opinion paper) avoiding pronouns such as I, we, my, our (1st person) and you, yours, your, us, we (2ndperson). Deal with facts, thus, providing citations within paper and reference page. Focus on subject; not feelings about the subject. The use of 3rd person retains a formal tone: Academic writing is more formal than casual conversation.

**[Subheading 1]**

**[Subheading 2]**

**[Subheading 3]**

**Place Your First Main Point Name Here**

**[Subheading 1]**

**[Subheading 2]**

**[Subheading 3]**

**Place Your Second Main Point Here**

**[Subheading 1]**

**[Subheading 2]**

**[Subheading 3]**

**Place Your Third Main Point Here**

**[Subheading 1]**

**[Subheading 2]**

**[Subheading 3]**

**Place Your Fourth Main Point Here**

**[Subheading 1]**

**[Subheading 2]**

**[Subheading 3]**

**Place Your Recommendations Here Based on your Literature Review**

**[Subheading 1]**

**[Subheading 2]**

**[Subheading 3]**

**[Subheading 4]**

**[Subheading 5]**

**Conclusion**

[Your conclusion should contain several paragraphs summarizing the key points in your paper, or discussing future implications regarding the use of this analysis that you have written for your organization, and bringing your paper to a close.]

References

[List all references in alphabetical order, in APA citation style, such as in the example below of a reference of your textbook in correct APA citation style. All references should be formatted with hanging indentations, as required in APA citation style, as the example below illustrates.]

Turban, E., Leidner, D., McLean, E., & Wetherbe, J. (with contributions by Volonino, L., Amoroso, D., Lai, L., Tse, D., Lew, M., & Cheung, C.) (2008). *Information technology for management: Transforming organizations in the digital economy* (6th ed.). Hoboken, NJ: John Wiley & Sons.

