**Title of Your Paper: Subtitle of Your Paper**

Your First and Last Name

Nursing Program, Fond du Lac Tribal & Community College

Course Number: Course Name

Instructors Name

Today’s Date

**Title of Your Paper: Subtitle of Your Paper**

This is your introduction. Your entire paper should be double-spaced throughout, including your title page and references page. The title of your paper appears at the beginning of main body as a level 1 heading, centered and bolded. You do not label your first paragraph as Introduction.

**Heading (Heading Level 1)**

Headings help organize your paper into sections. There are multiple levels of headings. Most undergraduate students will not need more than Level 1 and Level 2 headings. Level 1 Headings are bolded, centered and title case. Level 2 headings are flush left, bolded and title case. Think of the headings as an outline of your paper. Level 1 headings are the main sections of your paper. Level 2 headings serve as subsections of Level 1 headings. You don’t have to force the usage of headings. They are meant to organize your paper and help guide the reader.

**Citing Your Sources (Heading Level 2)**

When doing academic research, you will need to document and cite your sources whenever paraphrasing or directly quoting a source. The format for citing a source is (Authors last name, Year of the publication) when paraphrasing and (Authors last name, Year, location identifier) when using a direct quote. When you paraphrase a paper, it should be in in your own words (APA, 2021). When paraphrasing, your writing should show you have read and understood a source and convey to someone using your own words. Technical terminology used throughout the field may be repeated, but your paraphrasing should not be word-for-word. You are writing your own paper with your own voice, with your own goals. If you use the authors name in your sentence, the format looks like this: APA (2021) requires you to use your own words when paraphrasing.

***Text Citations for Multiple Authors (Heading Level 3)***

When a source has two authors, include both authors in the citation (Strong & Good, 2018). If a source has more than two authors include the first author listed in the source and then et al. to show there are additional authors (Strong et al., 2021).

**Using Direct Quotes (Heading Level 2)**

When using direct quotes “put quotation marks around the quote and cite it at the end of the quote” (APA, 2021, pg. 17). Try not to overuse direct quotes in your paper. The majority of your paper should be paraphrasing to show you have interacted with credible sources and understand the main ideas of a topic or argument. In most cases, try to not use direct quotes for more than 10-15% of your paper.

If you have a long direct quote of 40 words or more, put it on a new line and ½” indent the entire quote to create a freestanding block quotation. Add the citation after the period at the end of the quote (APA, 2023, p. 45).

**Conclusion (Heading Level 1)**

The conclusion is the closing paragraph of your paper. It should sum up the main points of your paper and provide closing information or thoughts for further research or considerations about a topic.

**References**

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

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**(This is a note, not included in your paper)** Your references list is included on a new page following the last page of your body. Your reference list needs to correspond with your in-text citations, meaning every source cited in your paper needs a reference entry The individual references are listed in alphabetical order by the first authors last name or the name of the organization. References are listed as hanging indents, meaning the first line of a reference is flush left and additional lines are indented ½”. Rather than manually indenting your references, first write them out, then highlight your reference section, right click and choose the paragraph option from the drop-down menu. Find the **Special** dropdown box and choose “hanging” to auto format your references.