



THE TITLE (CENTERED, ALL UPPER CASE, BOLD, Times New Roman, 12-point font, is used THROUGHOUT the paper!)

John J. Doe (these three lines are centered and single spaced)
The Ohio State University
[johndoe@osu.edu](mailto: johndoe@osu.edu)

The abstract goes here and should not exceed ten lines. It is not indented, and it is preceded and followed by a 12-point space. The abstract should be in italics. The abstract will also be included in the handout program; many people read abstracts to decide whether or not to attend a presentation, so make sure that your abstract succinctly captures the essence of your paper.

First Level Heading

Begin your paper here. All text is to be in Times New Roman, 12-point font, 1-inch margins, and single spaced. You should use the ruler tool or the style sheet to indent the first line of each paragraph 1/4 inch. DO NOT use the space bar or tab key to indent. If you do not know how to use the ruler bar, just grab the top triangle at the left-most edge of the ruler and move it to the 1/4 inch mark. To use the style sheet, pull the drop-down style menu to “body text” and begin typing. **First Level Headings** should be Centered, **Bold** font, with only the first letter of EACH word Capitalized. DO NOT put a line space between **First Level Headings** and the text; however, DO put a line space after each **First Level Heading** section of text has been completed before moving to the next **First Level Heading** section. In other words, there should be a line space before every **First Level Heading**.

In between paragraphs DO NOT leave a blank line. Be sure to indent again. If you have a quote longer than 40 words in your paper, use the “block quote” style to format it correctly.

This is a block quote. Please be sure to consult the APA manual for the proper way to cite a long quote from a source. In particular, no quotation marks are used, the period goes at the end of the quote, and the reference (author, year, page number) goes at the end of the quote with no period after it.

Use the style “body text no indent” to resume after a block quote if you do not want to start a new, indented paragraph.

Second Level Headings

Should be Left justified, *Italic* font, with only the first letter of EACH word Capitalized; there should be NO line space after *Second Level Headings*, but do indent the first line of text after *Second Level Headings* 1/4 inch. There should be NO line space after the text of a *Second Level Heading* section, unless the next text section begins a new **First Level Heading** section.

Third level headings. Should be indented 1/4 inch, *Italic* font, followed by a PERIOD. Only the FIRST letter of the heading title should be Capitalized. There should be NO line space after the text of a *Third level heading* section, unless the next text section begins a new **First Level Heading** section.

Endnotes

Endnotes should be used only in extreme cases. Use the endnote function of MS Word, DO NOT use the footnote function. The heading for endnotes should be treated as a **First Level Heading** (i.e., Centered and **Bold** font).

1. ONLY the first line of each endnote should be indented 1/4 inch; use Times New Roman, 12-point font. There should be NO line space between endnotes.

2. Second endnote

References

References go here, using APA formatting for references. Note that each reference should use a hanging indent where the first line is not indented but subsequent lines are indented 1/4 inch. NO line space between references.

Second reference goes here, using *APA* formatting for references. Note that each reference should use a hanging indent where the first line is not indented but subsequent lines are indented 1/4 inch. NO line space between references.