

Running Head = SHORTENED TITLE GOES HERE



Need help creating the header and footer for the “Running Head” and page numbers?

[Click here](#)

Your Title Goes Here:

You Can Add a Subtitle Too*

Author’s Name

Name of University

Word Count = [number, including text, footnotes, and references]

* Title footnote includes name, address, and email address of author, as well as key words.



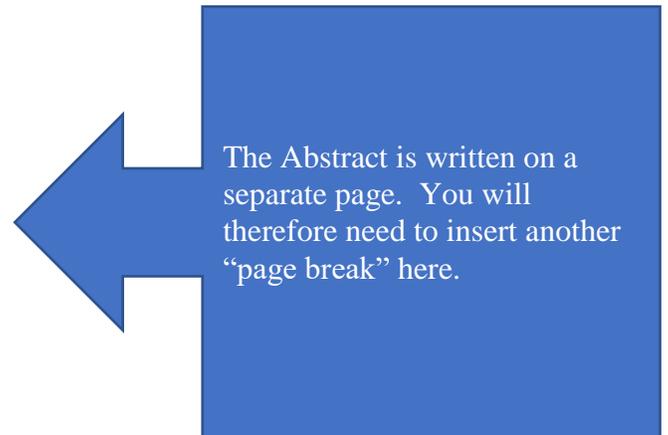
You will need to create a “page break” here so that your next section always appears at the top of the next page. [Click here and learn how to do this in Word.](#)

SHORTENED TITLE GOES HERE

Abstract

The abstract will go here. It should be one paragraph of no more than 200 words.

Key Words: List three to five key words here.



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There are no guidelines in ASA 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 below.)

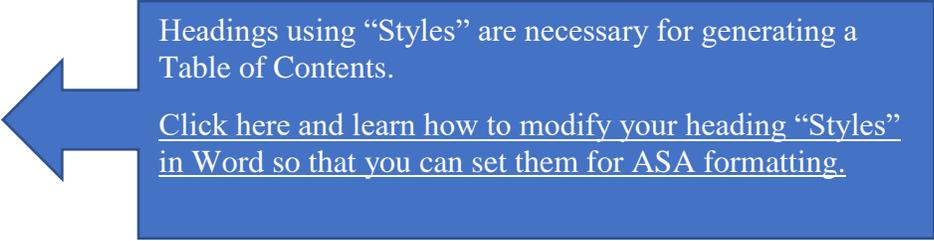


The Table of Contents is written on a separate page. You will therefore need to insert a “page break” here.

Your Title Goes Here: You Can Add a Subtitle Too

Notice the title of your essay is repeated at the top of the first page. Different journals (or professors) may have specific requirements regarding paragraph indentation. Do not add a subheading (e.g., INTRODUCTION), instead, begin writing the essay here. If your essay requires the addition of sections and subsections, the headings will be added in the follow formats.

LEVEL 1 HEADING



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 you can set them for ASA formatting.](#)

Notice that Level 1 Heading contains all caps and is left-justified. The text under this heading begins in a new paragraph. You may even have to have further levels of subsections.

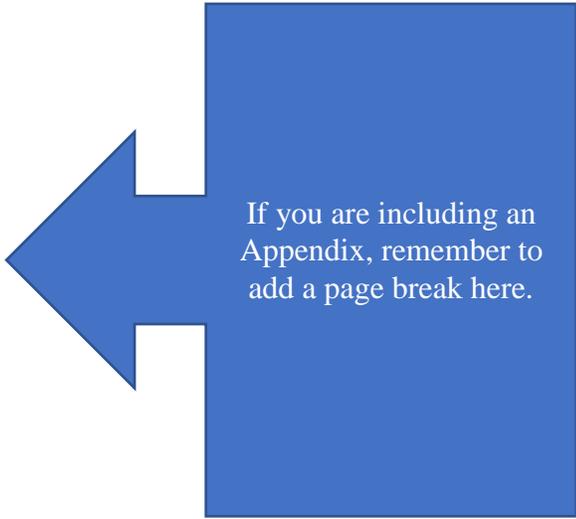
Level 2 Heading

Notice that the Level 2 Heading has capital letters for all words except articles, prepositions and conjunctions. It is also left-justified. The text under this heading will begin in a new paragraph.

Level 3 headings. Notice that the Level 3 Heading has lowercase letters for all words except the first word and names. It is also italicized and indented. Notice, too, that this heading is followed by a period and that the paragraph continues immediately after it.

CONCLUSION

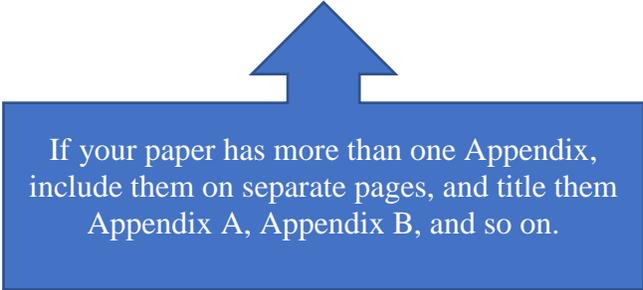
Here is where you will write your conclusion.



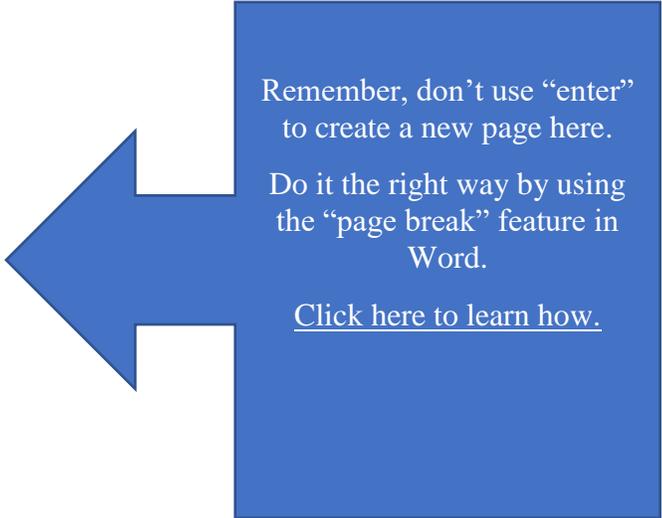
If you are including an Appendix, remember to add a page break here.

APPENDIX

Here is where you will add your appendix.



If your paper has more than one Appendix, include them on separate pages, and title them Appendix A, Appendix B, and so on.



Remember, don't use "enter" to create a new page here.

Do it the right way by using the "page break" feature in Word.

[Click here to learn how.](#)

REFERENCES

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