



You will be required to use APA format when submitting your Writing, Reflective, Current Event, and Critical Thinking Assignments each week.

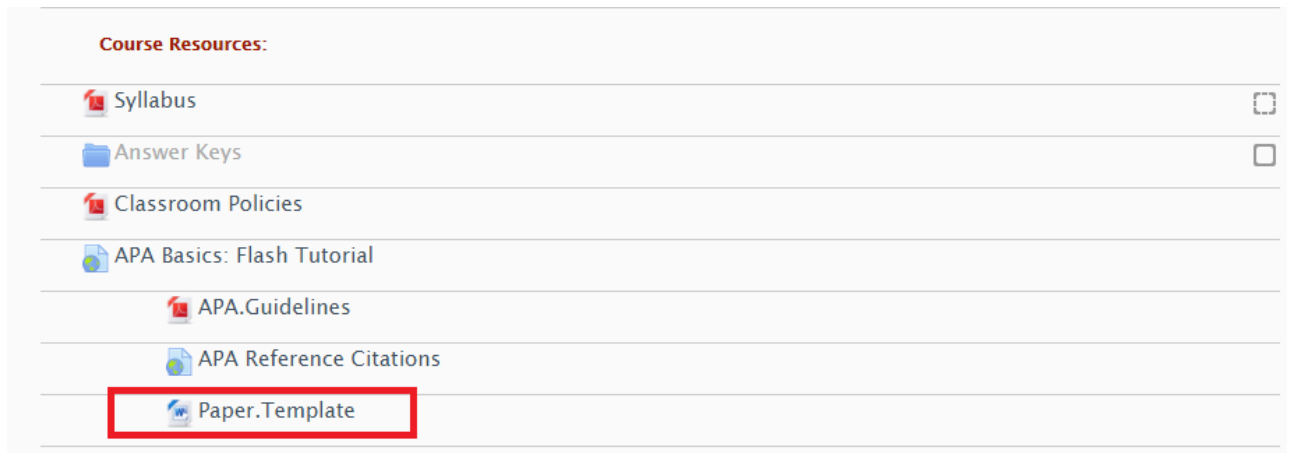
We have made an APA Checklist for you - you can double check to make sure you are formatting your assignments properly using 10-easy steps! Do not forget about the weekly webinars, or ask for help if you need additional assistance.

Online Student Services

Phone: 1.844.768.9063

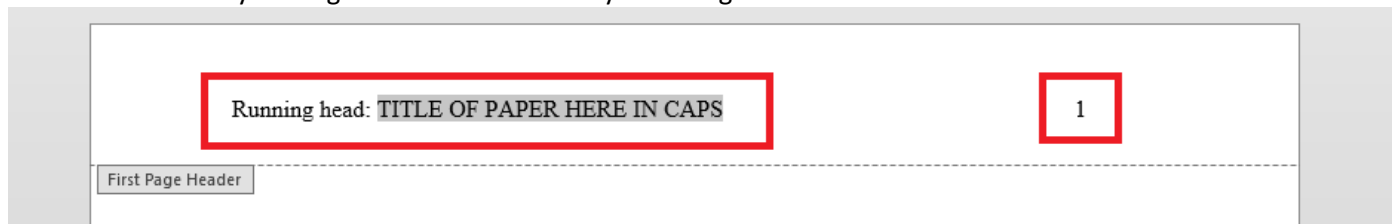
E-Mail: onlinestudentservices@brooklinecollege.edu

- Step 1:** Begin using the Paper.Template in your online class
 - You can find the document listed under “Course Resources”



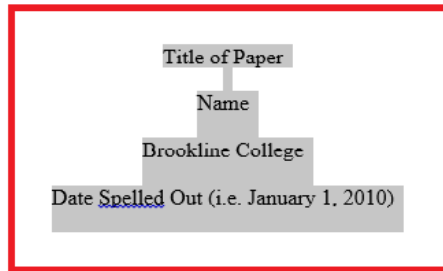
- Step 2:** Edit your Running Head on Page 1 of the template by double-clicking in the “header” section of the template.

- You will leave “Running Head:” but will type the title of your paper in all CAPS
- Make sure your Page number is all the way to the right!



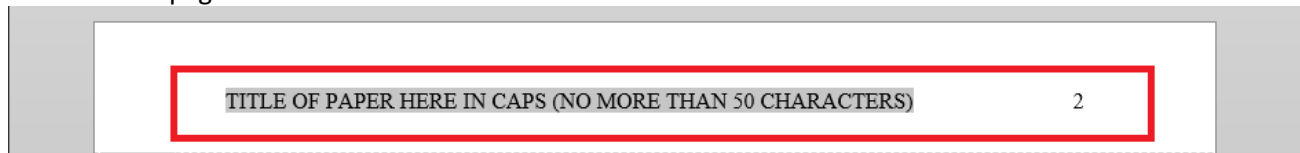
- Step 3:** Edit your Title Page – it is already spaced and centered for you!

- Edit your title
- Edit your name
- Update the date using the correct date format



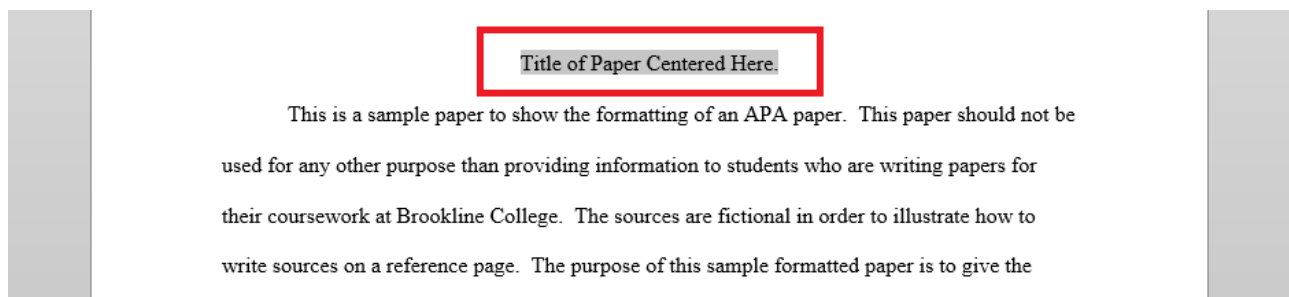
Step 4: Edit your Header again on Page 2

- You only type your title in all CAPS on Page 2; “Running Head:” is no longer required
- Make sure the page number is all the way to the right!
- Using the template, you will not need to edit any other headers – they will automatically update from page 2 down.



Step 5: Type your title again at the top of page 2, and make sure it is centered – this should be the only thing centered in the body of your paper.

- Paragraphs are only indented once
- Do not add extra spaces between paragraphs in your paper!



Step 6: As you write your paper, make sure you write an introduction paragraph, use concise paragraphs supporting your topic, and write a conclusion.

- Your paper should be in your own words, and should include in-text citations.
- Your paper should not only include quoted information! Your instructor wants to know that you understand the topic, and that you can explain it on your own.

Step 8: Check for grammar and spelling errors!

Step 9: List your references using APA format

- Do not only include the website – the references should include the author’s name, year of publication, title of the article, and website, if necessary.
- References should be listed in alphabetical order, by author’s last name

References

- Blankenship, B. C. & Marshall, J. W. (2008). *Writing papers*. (2nd ed). Mason, OH: Jorgensen Publishers.
- Samson, M. B. (2008, January/ February). Writing made easy. *Journal of Education*, 5(1), 65-67. Retrieved from <http://www.press.uchicago.edu/ucp/journals/journal/aje.html>
- Smith, D., Jones, W., & Parks, A. (2008). Writing essay papers. *Educational Solutions*, 76-77. doi: 10.52052/10587
- The Williams Group. (n.d.). *How to write a paper*. Retrieved from <http://www.writingforeveryone/html>.
- Writing professionally*. (2005). Retrieved from <http://writingprofessionally.com>

Step 10: Hanging Indents for your Reference Page

- Highlight your references and right click using your mouse.
- Click on “Paragraph”
- Under “Special,” choose Hanging.
- Under “Line Spacing,” choose Double.
- Click OK to save changes.

The screenshot shows a Microsoft Word document with a reference list. The text in the document is highlighted, and the Paragraph dialog box is open. The dialog box has two tabs: "Indents and Spacing" and "Line and Page Breaks". The "Line and Page Breaks" tab is selected. In the "Indentation" section, the "Special" dropdown is set to "Hanging" and the "By" field is set to "0.5\". In the "Spacing" section, the "Line spacing" dropdown is set to "Double". The "Preview" section shows a preview of the text with the applied formatting. The reference list in the background includes the following entries:

TITLE OF PAPER HERE IN CAPS (NO MORE THAN 50 CHARACTERS)

References

Blankenship, B. C. & Marshall, J. W. (2008). *Writing papers*. (2nd ed). Mason, OH: Jorgensen Publishers.

Samson, M. B. (2008, January/ February). Writing made easy. *Journal of Education*, 5(1), 65-67. Retrieved from <http://www.press.uchicago.edu/ucp/journals/journal/aje.html>

Smith, D., Jones, W., & Parks, A. (2008). Writing essay papers. *Educational Solutions*, 76-77. doi: 10.52052/10587

The Williams Group. (n.d.). *How to write a paper*. Retrieved from <http://www.writingforeveryone/html>.

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