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
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.