



“Running head” appears only on the title page. Subsequent pages feature just the condensed title (or the whole title, if it is short) in all caps.

Title of Paper

Jane Smith

Student's name



Tri-County Community College

Student's school



Abstract

The abstract is a summary of the paper. Unlike body paragraphs, the text of the abstract is not indented. This section is not always required, so check with your instructor to determine whether he or she expects one in your paper.

Title of Paper

Begin the introduction of your paper here, indenting the first line to the 0.5” mark. This is where you will include your thesis statement, which establishes what the rest of the paper will support and discuss. (Include guidelines on length?)

Level 1 Heading

Headings denote major aspects of your paper and contribute to ease of understanding for the reader. Level 1 headings are the most general and should be centered and typed in bold font.

Level 2 Heading

Level 2 headings may be used to emphasize some aspect of the Level 1 heading topic. They are left-aligned and also typed in bold font.

Level 2 Heading

Use multiple Level 2 headings if the Level 1 topic has multiple subtopics to discuss.