**Title in Upper and Lower Case (Bold)**

Your Name

Chamberlain College of Nursing

Course Number: Course Name

Session Month and Year

**Title in Upper and Lower Case (Centered, Bold, Matches Title Page)**

Type your introduction here (and remove these instructions). Although the first paragraph after the paper title is the introduction, no heading labeled “Introduction” is used. The title takes the place of the first level 1 heading (that means that it is possible to have level 2 headings within it if required by the paper’s content). The best practice for a concise introduction is to (a) introduce the paper’s topic and establish its importance, (b) express a clear purpose statement for the paper (usually one that mirrors the assignment purpose), and (c) provide a mini-outline of the paper’s content in sentence format (often reflecting the Level 1 headings). See the American Psychological Association’s (APA, 2020) *Publication Manual of the American Psychological Association* (7th edition) and Chamberlain University’s (2020) *Chamberlain Guidelines for Writing Professional Papers* in Canvas Course Resources for further guidance in standard English writing style and formatting a professional paper.

**Level 1 Heading (Bold, Centered, and Title Case)**

Refer to your assignment guidelines for the lever headings to be used for the body of the paper. Begin to type the body of your paper here. Use as many paragraphs as needed to cover the content appropriately. Often the content can be guided by the assignment’s grading rubric and the assignment guidelines. The best practice for constructing a paragraph is to build each one using the **CARE** Plan format. The four components of the **CARE** Plan paragraph are (a) **Central** idea (only one main idea per paragraph), (b) **Authority** (evidence, scholarly reference citation, experience, etc.), (c) **Relevance** (discussion, analysis, or explanation of the main idea and the evidence), and (d) **Exit** (connect to the main idea, the paper’s topic, or link to the next paragraph’s content). Note that the **Exit** component may not always be needed or used.

**Level 2 Heading (Flush Left, Bold, Title Case Heading)**

When required by the paper’s content or the assignment guidelines, use a level 2 heading to organize the ideas or material within the level 1 heading’s section. Each paragraph within the section should conform to the CARE Plan format.

**Next Level 2 Heading (Flush Left, Bold, Title Case Heading)**

If there is one level 2 heading, there should be, at least, a second level 2 heading and subdivision. Each section of the paper should include at least one paragraph, and each paragraph should have more than one sentence at the minimum.

***Level 3 Heading (Flush Left, Bold Italic, Title Case Heading)***

In the APA (2020) 7th edition, level three headings are flush left, unlike the APA 6th (2010) edition formatting. The other level three heading difference between the two editions is that the paragraph begins indented on the next line down in the 7th edition (as it does here). See the *Chamberlain Guidelines for Writing Professional Papers* (Chamberlain University, 2020) for constructing level four and level five headings, should they be needed.

***Next Level 3 Heading (Flush Left, Bold Italic, Title Case Heading)***

Do not use only one entry of a level heading, regardless of its level. Avoid having only one subsection heading within a section, just like in an outline. Use at least two subsection headings within a section or use no subsection headings at all (e.g., in an outline, a section numbered with a Roman numeral would be divided into either a minimum of A and B subsections or no subsections; an A subsection would not stand alone).

**Next Level 1 Heading**

Levels of headings will depend on the length and organization of your paper or the instructions in the particular assignment guidelines. Use as many level headings as necessary to organize your paper. Short papers may only have level one headings. Longer papers may require more organizational detail. See the APA (2020) 7th edition manual or the *Chamberlain Guidelines for Writing Professional Papers* (Chamberlain University, 2020) in the Canvas Course Resources for further guidance.

**Conclusion**

Papers should end with a conclusion or summary. The assignment directions will specify which is required; if not specified, use the heading, “Conclusion.” The conclusion should be concise and contain no new information or details. The best conclusions will recap the paper’s purpose, reflecting the purpose statement in the introduction. Conclusions will also remind the reader of the paper’s organization (or mini-outline from the introduction). Typically, it will draw major conclusions from the body of your paper and summarize the importance of the topic.

No matter how much space remains on the page, the references always start on a separate page. In most Microsoft Word programs, you can insert a page break after the conclusion so that the references will begin on a new page. One easy way to do this is to press “CTRL + Enter” simultaneously after the conclusion is finished.

**References (Centered, Bold)**

Type your references in alphabetical order here using hanging indentions. See the APA (2020) Manual and the Chamberlain University’s (2020) *Chamberlain Guidelines for Writing Professional Papers* in Canvas Course Resources for reference formatting.

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). http://doi.org/10.1037/0000165-000

Chamberlain University. (2020). *Chamberlain Guidelines for Writing Professional Papers.* [Online course resource]. Adtalem Global Education.

Note: An APA (2020) 7th edition reference has four ordered components: (a) author, (b) publication date, (c) title of work, and (d) source (the retrieval information for the work). If the author is the source, it is not relisted. Geographical locations are not listed. Hard copy or proprietary database sources without a doi or http address should not use a permalink from a database.