**Typing Template for APA Papers: A Sample of Proper Formatting for APAStyle**

Student A. Sample

College Name, Grand Canyon University

Course Number: Course Title

Instructor’s Name

Assignment Due Date

**Social and Cultural Diversity Analysis**

Although I cannot recall any memories where race, gender, class, sexual orientation, religion, ethnicity, ability, appearance, and age were a focus of discrimination within my personal or family history, I can recall when I was discriminated against. My family has always been sensitive to race, ethnicity, religion, spiritual heritage, gender, sexual orientation, disabilities, socioeconomic status, traditions, and family heritage. My family, on both my father's and mother's sides, were not religious, but they were surrounded by friends who were nonjudgmental about any differences. They had friends from all different backgrounds and orientations. I am aware of the differences in cultures, but those differences were just differences to me. My family never focused on people’s differences; they never saw colors in black and white, and even though religion was not a focus in my family’s lives, we were surrounded by those who were.

I grew up in California, where religion was not a major focus. In fact, California ranks fourteenth among the most atheist states in America, with 51% of its population identifying as atheists. Despite its reputation for a laid-back lifestyle and strong cultural diversity, California has experienced an increase in secularism and non-religious affiliations (Burton, 2017).

**The Section Heading**

The heading above would be used if you want to have your paper divided into sections based on content. This is a Level 1 heading, and it is centered and bolded, and the initial word and each word of four or more letters is capitalized. The heading should be a short descriptor of the section. Note that not all papers will have headings or subheadings in them. Papers for beginning undergraduate courses (100 or 200 level) will generally not need headings beyond Level 1. The paper title serves as the heading for the first paragraph of the paper, so “Introduction” is not used as a heading.

**Subsection Heading**

The subheading above would be used if there are several sections within the topic labeled in a first level heading. This is a Level 2 heading, and it is flush left and bolded, and the initial word and each word of four or more letters is capitalized.

**Subsection Heading**

APA dictates that you should avoid having only one subsection heading and subsection within a section. In other words, use at least two subheadings under a main heading, or do not use any at all. Headings are used in order, so a paper must use Level 1 before using Level 2. Do not adjust spacing to change where on the page a heading falls, even if it would be the last line on a page.

**The Title Page**

When you are ready to write, and after having read these instructions completely, you can delete these directions and start typing. The formatting should stay the same. You will also need to change the items on the title page. Fill in your own title, name, course, college, instructor, and date. List the college to which the course belongs, such as College of Theology, College of Business, or College of Humanities and Social Sciences. GCU uses three letters and numbers with a hyphen for course numbers, such as CWV-101 or UNV-104. The date should be written as Month Day, Year. Spell out the month name.

**Formatting References and Citations**

APA Style includes rules for citing resources. The *Publication Manual* (APA, 2020) also discusses the desired tone of writing, grammar, punctuation, formatting for numbers, and a variety of other important topics. Although APA Style rules are used in this template, the purpose of the template is only to demonstrate spacing and the general parts of the paper. GCU has prepared an *APA Style Guide* available in the Student Success Center and on the GCU Library’s *Citing Sources in APA* guide (https://libguides.gcu.edu/APA) for help in correctly formatting according to APA Style.

The reference list should appear at the end of a paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text. A sample reference page is included below. This page includes examples of how to format different reference types. The first reference is to a webpage without a clear date, which is common with organizational websites (American Nurses Association, n.d.). Next is the *Publication Manual* referred to throughout this template (APA, 2020). Notice that the manual reference includes the DOI number, even though this is a print book, as the DOI was listed on book, and does not include a publisher name since the publisher is also the author. A journal article reference will also often include a DOI, and as this article has four authors, only the first would appear in the in-text citation (Copeland et al., 2013). Government publications like the *Treatment Improvement Protocol* series documents from the Center for Substance Abuse Treatment (2014) are another common source found online. A book without a DOI is the last example (Holland & Forrest, 2017).

**References**

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

Burton, J. (2017, April 25). *Percentage of atheists in america by state*. WorldAtlas. https://www.worldatlas.com/articles/states-with-the-most-atheism-in-america.html