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Abstract

Title of the Paper

Begin text here, flush with right margin (no indent). Try to stay under 150 words. Remember to double-space this text. Do not bold, italicize, or use quotation marks around “Abstract” or the title of the paper above.

Begin body text here with a single indent; do not reiterate the paper title or use an “Introduction” heading at the top of the page. Body text is double-spaced and left-justified. You should use a serif font such as Times New Roman, Helvetica, or Garamond throughout; avoid sans serif fonts like Arial and Calibri.

# Heading 1

Usually no indent on first line of text. All headings use title/headline case for capitalization. Headings should not be adjacent with no text separating them. Cite single authored items as (LastName year, #), where # indicates an optional page number if it is appropriate. Items with two authors are (Last1 and Last2 year, #), with “and” written out between them.

## Heading 2

Begin typing immediately. You should usually skip a row before the heading.

Subsequent paragraphs are indented normally. Do not put figures and tables into the body of the paper. To indicate where a table or figure goes, you should use callout notation like the following.

[Figure 1]

The text is centered and in square brackets; no bolding or other font manipulation is necessary. This callout indicates that the reader should look at the rear of the paper for the figure or table referenced here.[[1]](#footnote-1) If multiple figures or tables occur sequentially with no separating text, list each table or figure callout on a separate line. If the text following the callout is part of the preceding paragraph, begin it flush left with no indent. .If the text is a new paragraph, indent it normally.

Heading Three. Flush left, title case capitalization, followed by a period. Usually skip a row before, but may be omitted depending on context. Text follows immediately on the same line.

The Heading 1, Heading 2, and Heading 3 styles on this document have been set to match APSA standards. You can thus create correctly formatted headings by highlighting the desired text and clicking on the style from the collection in the Ribbon’s Home tab. Headings created in this manner, along with any tables and figures captioned using Word’s captioning tool, can be used to automatically generate a table of contents as well as lists of figures and tables. These features are less helpful for a single paper, but for longer chaptered documents such as theses and dissertations, they will save you much time and frustration.

Begin placing tables here, numbered Table 1 to Table *n*. Each table needs a title, with a period after the table number but not at the end of the title. Begin each table on a separate page; very small tables such as chi square tests may go two to a page for draft and preliminary versions but should be separated for submission versions. Be sure to include table notes; all table contents should be double-spaced, including notes. The APSA Style Manual, available at <http://www.apsanet.org/files/Publications/APSAStyleManual2006.pdf>, contains very good instructions for creating readable tables on pages 34-45.

Table 1. Just an Example Title

Begin placing figures here, numbered Figure 1 to *n*, with a single figure on each page. Capitalization, titling rules, and numbering follow the same guidelines as tables.

Bibliography

Adams, Jake. 2001. “An Article that I Totally Made Up: An exceptionally long title so the entry runs onto multiple lines.” *Journal of Fictitious Studies* 51(3): 218-247.

[Page title is Bibliography, centered but not bolded. Reference entries are double-spaced with a half-inch hanging indent on the second and subsequent lines. Title text before a colon is in Headline Case; capitalize the first word after the colon and any other proper nouns (i.e., use sentence case).]

1. Footnotes may be used for commentary or additional information but should not be used for simple citations. Footnote text should be double-spaced. [↑](#footnote-ref-1)