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**Assignment Cover Sheet**

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| |  |  |  |  | | --- | --- | --- | --- | | Please complete the following details and submit this Cover Sheet with each assignment: | | | | | Full name |  | | | | Student ID number |  | Word count |  | | Unit code |  | | | | Unit title |  | | | | Lecturer/Tutor |  | | | | Assignment title |  | | | | Due date |  | Submission date |  | |
| Read the following carefully and check this box to indicate your agreement |
|  |
| I declare this assignment is my own work, unless otherwise referenced, and has not been submitted for assessment in another unit.  This submission complies with the Sheridan College Academic Integrity Policy, and I am aware of the information about plagiarism and the associated penalties found at <http://www.sheridan.edu.au/files/Policy%20Library/SC_Academic_Integrity_Policy_1_01.pdf>  I acknowledge the person who assesses this assignment may make a copy and provide it to another academic staff member for the purpose of the assessment.  I have kept a copy of this assignment |
| Optional comments (for example, list names of group members if this is a group assignment: |

**Assessment Number and Type (e.g. Assessment 3: Essay)**

**Assessment Title (e.g. Should the Culling of Sharks Be Banned?)**

Download this document and save two copies: one as a master copy (for future use) and one as your current assignment (which you will need to rename). Then, simply delete all the words in the body and keep the headings.

To be compliant with the 7th edition (2020) of the *Publication Manual of the American Psychological Association* (APA), you need to:

* Write the assessment number and type (e.g. Assessment 2: Essay) in two places: on the cover page and, here, on page 2, as a Level 1 heading (APA, 2020, 2.11, p. 39).
* Your second Level 1 heading, if applicable, is the title of your assessment (e.g. Should the Culling of Sharks Be Banned?)
* Place page numbers in the top right-hand corner (APA, 2020, 2.18, p. 44).
* Use one of these fonts and its respective size:
* 10-point Lucida
* 11-point Calibri, Arial, or Georgia, or
* 12-point Times New Roman (APA, 2020, 2.19, p. 44).
* Double space all text in the body of your paper, with no extra spaces between paragraphs (APA, 2020, 2:21, p. 45). [[1]](#footnote-2)
* Use either single or 1.5 spacing for text inside a table (APA, 2020, 2.21, p. 45).
* Indent paragraphs (1.27 cm) by hitting the *tab* button on your computer (APA, 2020, 2.24, p. 45).
* Choose the correct format for main and subheadings (see the following sections).

**Level 1 Headings**

What is a Level 1 heading? It is the highest level of heading and indicates a main section of your work. For shorter assessments, you may only need Level 1 headings. Examples of Level 1 headings are: Background, Literature Review, Methodology, Conclusion. Include an introduction in your assignment, but do not give it a heading (APA, 2020, 2.27, p. 47). All your Level 1 headings are placed in the centre of the page (APA, 2020, 2.27, p. 48) like a giant backbone and should be in bold text using “title case.” For more information on title case, see the section in the *Write Well* materials called “Understand Capitalisation.” The text following a Level 1 heading should be on the very next line. In other words, do not “add blank lines” between a heading and the following words, “even if [the] heading falls at the end of a page” (APA, 2020, 2.21, p. 45).

## Level 2 Headings

Level 2 headings are needed when a major section of your assignment is broken into at least two smaller parts. Each of the smaller parts, if significant enough, takes its own heading. These become subsections of the main topic. For example, in the box below, you can see how both quantitative and qualitative research are subcategories that fall under the main Level 1 heading: Methodology.

|  |  |
| --- | --- |
| Level 1  Level 2  Level 2  Level 3  Level 3  Level 2 | **Methodology**  **Quantitative**  **Qualitative**  ***Surveys***  ***Interviews***  **Mixed Methods** |

Level 2 headings are the same as Level 1 headings, except for one feature: they sit against the left-hand margin, instead of being centred (APA, 2020, 2.21, p. 45). Some style guides show levels of headings using numbers (e.g. 1.1, 1.2, 1.3) or letters (e.g. A, B, C), but APA **does not** use this method.

### Level 3 Headings

For this type of heading, follow the Level 2 pattern. There is one difference, however: the Level 3 heading is written in italics rather than in regular font (APA, 2020, 2.21, p. 45). Use this level of heading when a subheading (Level 2) has more than one part. For example, in the box above, you can see that both surveys and interviews have been used to collect data as part of qualitative research (a Level 2 heading).

Level 4 headings. The Level 4 heading is different from a Level 3 one in four ways: the heading is in regular font, it is indented (as for a paragraph), there is a full stop after the heading, and the text begins on the same line as the heading (APA, 2020, 2.21, p. 45).

Level 5 headings. A Level 5 heading is like a Level 4 one, except it is in italics (APA, 2020, 2.21, p. 45). Level 4 and 5 headings are generally not needed unless you are writing a post-graduate thesis. They are just subheadings of already existing subheadings!

Your lecturer (or Unit Outline) will give you guidance regarding the structure of your assignment. You may not need all the following sections, but follow the order below (APA, 2020, 2.17, p. 43). If you have only a few tables and/or figures, they can go into the body of your assignment.

* Cover page
* Abstract (a new page)
* Essay text (a new page)
* References (a new page) – See the *Write Well* material entitled PELA: Add References and the example at the end of this document.
* Footnotes (a new page)
* Tables (a new page)
* Figures (a new page)
* Appendices (a new page for each one)

**References**

American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.). American Psychological Association. https://apastyle.apa.org/products/publication-manual-7th-edition

1. Footnotes (which APA only uses for comments) should be formatted so there is one line of space *before* each note. [↑](#footnote-ref-2)