

Your Paper's Main Title: This is a Subtitle

Your paper's title is in large type and centered. It goes on a separate title page. If your paper is less than 4-5 pages, you do not need a separate title page. In this case, put your title at the top of your first text page.

The introduction to the paper requires no heading because it comes first. The statement of purpose (thesis) usually comes at the end of the introduction. For longer papers, you can close the introduction with your plan for organizing the main points of the paper that follows.

This is a Major Heading

Major headings are typed flush left, boldface, and four points larger than the paragraph type that follows. They signal the start of each of your paper's main points, providing a clear map to your paper's organization for the reader.

This is a minor heading

Minor headings are typed flush left, boldface, italic, and two points larger than the paragraph type that follows. Headings function as signposts for the reader, who should be able to see the shape of the paper simply by skimming the title and the headings.

Make Sure Your Title Has a Number in It

One of the best ways to get control of this paper is to set it up as a list. Here are some sample titles with numbers. Notice how each one promises a list:

- “Top **Five** Solutions to Deadbeat Dads”
- “The **Three** Hidden Reasons for School Violence”
- “**Four** Financial Dangers for Internet Home Users”
- “The Experts Speak: **Five** Reasons Bush Must Be Impeached”

There are four distinct benefits to setting up your paper like this:

❶ **The outlining becomes simple:**

1. Describe the cause or effect in the intro
2. Divide the body section into one paragraph for each of the numbered points
3. Use at least one source per paragraph to back up that point

❷ **You can use bold headings and subheadings.** As described above.