

Insert an automatic page number by choosing the **Insert Page Number** button on the Header and Footer toolbar. Be sure to select "**Different First Page.**"

## Final Research Paper: Common Core Standards

Starting on the top half of the page, include all information shown here, centered and double-spaced with an extra line skipped after the title. Title should be **bold.**

On the line after the student's name, only write "Ashford University." This requirement is specific to Ashford and does not align with the *APA Manual*, which also asks for department name.

Samuel Student

Ashford University

ENG 122: English Composition II

Professor Smith

June 21, 2017

To center text in Microsoft Word, first highlight the text. Next select **Paragraph** from the Word toolbar. Then, on the **Indents and Spacing** tab, choose **Centered** from the drop-down list next to the word Alignment.

Margins should be 1 inch on all sides. To change your margins, select **Layout** in the Word toolbar, then **Margins**. From there, select "**Normal.**"

To learn more about APA Style, click on the [Writing Center's Introduction to APA Resource!](#)