**Title of the Essay in Title Case**

Student Name

Name of School, Eastern Institute of Technology

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| --- |
| Course Code: Course Name |

Tutor Name

Due date in the format Month dd, yyyy

**Title of the Essay in Title Case at the Top of First Page**

Set the alignment of your document to left alignment, so that the text at the left margin is aligned while the text at the right margin remains ragged. Begin each paragraph on a new line and indent the first line by pressing the tab key once. Use double line spacing and do not add an extra line space between paragraphs. Enter one space after a full stop. Enter one space after a full stop.

Use one of the following fonts: Calibri, Arial, or Georgia size 11; Lucida Sans Unicode size 10; or Times New Roman size 12. For figures, use the Times New Roman or Georgia font and select an appropriate size from 8 to 14. Unless your tutor has requested otherwise, use the 2.54 cm default margin settings for all margins.

Although headings are often not required in an essay, at times they may be appropriate. Check with your tutor if unsure whether to include headings. If headings are used, follow the APA heading styles as follows:

**Level 1 Headings: Centred, Title Case, Bold**

Begin your text here

**Level 2 Headings: Left Aligned, Title Case, Bold**

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***Level 3 Headings: Left Aligned, Title Case, Bold, Italics***

Begin your text here

**Level 4 Headings: Indented, Title Case, Bold, Full Stop.** Begin your text here

***Level 5 Headings: Indented, Title Case, Bold, Italics, Full Stop.*** Begin your text here

**References**

Enter your references in the APA 7th edition format. References should be in alphabetical order, and in hanging indent format with double line spacing throughout. Do not add additional line spacing between reference list entries.

Refer to the EIT Referencing guides and examples to see how to correctly format your references, and ask for help from the library if needed.