HOW TO WRITE A TERM PAPER

Presented by
Your Name
Semester X

Presented to
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Semester III

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Dated: Insert date
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1. Introduction

This short manual has been prepared to facilitate you in writing your term paper. Use the font “Times New Roman” for your entire term paper. Please do not try to get creative here. Text size should be 12, do not use UPPER-CASED LETTERS, *italics* or the option to *underline* unnecessarily. Your text should be double-spaced. If you do not know how to do that, go to FORMAT, click “Paragraph” and check “Double” under “Line spacing”.

1.1 Sub-heading under your Introduction

Use sub-headings like this. Sub-heading are optional. Don’t include them just for the sake of it (Anas, 2008).

2. Body of Text

Follow the same rules throughout.

2.1. Sub-heading

2.2. Sub-heading

2.3.a. Sub-sub-heading

In case you need to break your sub-heading down further, this is the way to do it.

Comment: I’ll give you an option here. You can keep your text within your term paper full-justified or left-justified.

Comment: This is how you give references within the text.

Comment: Headings will be bold.

Comment: Try not to break your writings into too many headings, even if they make your paper look pretty to you.
3. Body of Text


4. Conclusion

5. Summary

Comment: This is optional.
References:


Appendices:

An appendix is supplementary back matter or other written material added to a publication. There is no limit to what can be placed in the appendix as long as it is relevant to your paper. The appendix is not a catch net for all the semi-interesting or related information you have gathered through your research for your report: the information included in the appendix must bear directly relate to the research problem or the report's purpose. It must be a useful tool for the reader (Weaver & Weaver, 1977).

Each separate appendix should be lettered (Appendix A, Appendix B, Appendix B1, Appendix B2, Appendix C, etc). The order they are presented in is dictated by the order they are mentioned in the text of the report. It is essential to refer to each appendix within the text of the report.

Examples of information that could be included in an appendix include figures/tables/charts/graphs of results, statistics, questionnaires, transcripts of interviews, pictures, lengthy derivations of equations, maps, drawings, letters, etc.

Good Luck!