Oral Hygiene and Overall Health

Gerald T. Cartwright

Mohave Community College

Insert the following:
- Your paper’s full title
- Your full name
- Your institution’s name

Your paper’s title is not bolded, underlined, or italicized

Format for your entire paper:
- Double-spaced
- One-inch margins
- APA recommends 12 point Time New Roman Font
- Include a Running head and page number on every page.
Abstract

The abstract should provide the reader with a brief overview or summary of your paper. It is neutral and not meant to sway readers. With an abstract, readers can review the main points and purpose of your paper without reading it in its entirety. In this way, readers can decide if the paper contains information they are looking for and is worth their time to read in full. Abstracts are required in professional publications, but they may or may not be required for college courses. It is a good idea to talk with your professor and find out if they wish you to include an abstract.

*Keywords*: oral health, hygiene, oral care, overall health, treatment

What is an Abstract?
Overall your abstract should:
- Begin on a new page.
- Contain the word “Abstract” centered at the top—do not bold, underline, or italicize.
- Be flush with the left hand margin. Do not indent the paragraph
- Consist of 150-250 words.
- For further information on abstracts, see section 2.04 of the *Publication Manual of the APA* (6th edition)

How do I choose Keywords?
- A good way to think of keywords is to think of what terms you would put in a search box to search for your paper.
- There are no minimums or maximums on the number of keywords you should include, but three to five is recommended.
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Oral Hygiene and Overall Health

This section of your paper constitutes the “body.” In the first paragraph(s) of your paper, introduce the problem, idea, or topic. While this is the introduction to your paper, do not label it as “Introduction.” Instead, begin your introduction immediately after the title. Keep your writing clear, consistent, and formal. Use the first person point of view when discussing your topic.

There are five levels of headings that can be used in the body of APA papers. The use of headings allow you to present your topic in an organized fashion. Your professor may or may not require headings for undergraduate papers—so double-check. If they do require headings it is unlikely you will need to go beyond Level 1 or Level 2). Your headings begin immediately after your introduction as shown in the examples below.

Overview

The heading above would be used if you want to have your paper divided into sections based on content. If included, the heading should be a short descriptor of the section. Your Level 1 Heading should be centered, bold, and in title case (upper and lower case). The headings themselves are not titled “Level 1 Heading.”

Funding Sources

The subheading above would be used if there are several sections within the topic labeled in a heading. Your Level 2 Heading should be flush with the left-hand margin of your paper, bold, and in title case (upper and lower case).

Activity Level

This is another example of a Level 2 Heading. Use at least two subheadings under a main heading, or do not use any at all. If you feel your paper needs to be subdivided (organized) further, consult section 3.02 of the APA Manual or consult your librarian.
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References


The Reference List should:
- Begin on a new page
- Be in alphabetical order
- Be the same font size and style as the rest of your paper
- All entries should be double-spaced
- Every source included in the paper should have an entry in the reference list

Title your reference page “References” in the center of the page. Do not bold, underline or italicize it.

All lines after the first line in the reference list have a “hanging indent” of one-half inch from the margin (hit tab).