

# **This Is the Title of the Paper** (18-pt Times New Roman bold, centered)

Jane Doe, MLIS (14-pt Times New Roman regular, centered)  
Director, Research  
Apex Corporation  
Kansas City, Missouri  
Member, SLA Chemistry Division

John Doe, MLIS  
Director, Information Center  
Widget Company  
Peoria, Illinois

This is the introduction to the paper. You'll notice that four blank lines separate it from the last line of the author's information. The title of the paper should begin immediately below the top margin. It is in 12-pt Times New Roman regular, flush left.

## **Chapter 1** (16-pt Times New Roman bold, centered)

This shows how a chapter or major division should be formatted. Your paper doesn't need to have chapters or major divisions. It's okay to start with A-level subheadings. Also note that the text type is flush left, not justified.

**A-LEVEL SUBHEADING** (14-pt Times New Roman Bold all caps, centered)

**B-Level Subheading** (14-pt Times New Roman bold caps & lower case, centered)

**C-Level Subheading** (12-pt Times New Roman bold, flush left)

*D-Level Subheading.* You'll notice that the D-level subheading (in 12-pt Times New Roman italic) is part of the paragraph. Following paragraphs in this section are indented, with one blank line between each.