**Project Name**

Student Name

Colorado Technical University

FINC311

Professor’s Name

Date

**Title of Paper**

When you start writing an academic essay, begin with an introduction, but do not label it as "Introduction." Instead, use this part to give readers the background they need to understand your argument. Think about what information would help them. After that, transition smoothly into stating your main point, which is called the *thesis statement*. This usually comes at the end of the introduction and sums up what your essay will argue. Your thesis statement should also help guide readers through the rest of your essay.

**Topic 1: Level 1 Header**

Using headers helps you structure your paper effectively. *Level 1 headers* are for overarching or general topics. Depending on the nature of your assignment, you may only need Level 1 headers. These headers should be bold and centered. If your argument is longer and more intricate, consider using Level 2 and Level 3 headers. Level 2 headers should be bold and aligned to the left, while Level 3 headers should be bold, italicized, and aligned to the left as well.

**Topic 1: Level 2 Header**

Make use of a Level 2 header to add further depth and breakdown of Topic 1. For example, you might be writing a section about bonds. In this case, the Level 1 header section should contain a general overview of bonds, while you could use Level 2 headers to break them down into categories, such as corporate bonds, treasury bonds, municipal bonds, and so on. Each of these subtopics would use its own Level 2 header.

***Topic 1: Level 3 Header***

You can use a Level 3 header to break down the topic even further. For instance, with our bonds example, you could create a further layer of segmentation in the corporate bonds section by discussing investment-grade bonds versus junk bonds. Each of these topics would receive its own Level 3 header section.

**Topic 2: Level 1 Header**

Repeat these sections throughout the paper.

**Topic 2: Level 2 Header**

Repeat these sections throughout the paper.

***Topic 2: Level 3 Header***

Repeat these sections throughout the paper.

**Conclusion**

At the end of your paper, write a conclusion. If you are using headings, put a "Conclusion" heading there. In this part, sum up the main points of your argument. You can do this by giving more details about your main idea or going over the steps you took to make your argument. Also, remind readers of the big parts of your paper and the important evidence you talked about. However, do not add any new information because that might confuse them. To finish your paper, think about what you want readers to do with what they have read. You could suggest what they can do next to learn more about the topic. In the conclusion, explain why your work is important and encourage others to build on it. Try to inspire readers to think about new ideas or come to their own conclusions.

**References**

Cite sources alphabetically in APA format. The following are some examples of references cited in APA format:

Gliddon, D. G., & Rothwell, W. J. (2018). *Innovation leadership*. Routledge.

<https://login.proxy.cecybrary.com/sso/skillport?context=137758>

Khan, M. A., Ismail, F. B., Altaf, H., & Basheer, A. (2020). The interplay of leadership styles, innovative work behavior, organizational culture, and organizational citizenship behavior. *Sage Open, 10*(1). <http://dx.doi.org.proxy.cecybrary.com/10.1177/2158244019898264>

Kmec, J. (2012, March 13). Where’s the boss? And what counts as “work”? *The Society Pages*. <https://thesocietypages.org/socimages/2012/03/13/wheres-the-boss-and-what-counts-as-work/>