



## Student Writing Guide

### APA Style Overview

Source: <http://www.library.cornell.edu/resrch/citmanage/apa>  
Source: <http://www.nwmissouri.edu/library/citing/apa.htm#pc>  
Other Sources: Are observed throughout.

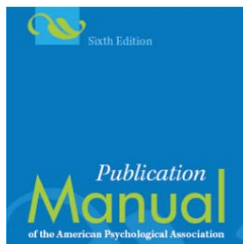
Students are responsible for understanding the proper use and handling of the APA writing rules. Simply copying an example is too often not effective or successful. The examples provided are merely examples taken from common sources and are not provided as assuming exactly what the writer is writing or documenting in a report or an assignment.

APA citation style refers to the rules and conventions established by the American Psychological Association for documenting sources used in a research paper. APA style requires both in-text citations and a reference list. For every in-text citation there should be a full citation in the reference list and vice versa.

The examples of APA styles and formats listed on this page include many of the most common types of sources used in academic research. For additional examples and more detailed information about APA citation style, refer to the [Publication Manual of the American Psychological Association](#) and the [APA Style Guide to Electronic References](#).

Also, for automatic generation of citations in appropriate citation style, use a bibliographic citation management program such as [Refworks](#) or EndNote. You can find more information on this in our [Citation Management](#) page.

### APA Writing Style Web Presentation



Use APA writing styles and rules, use comprehensive paragraphs with compound or compound/complex sentences. Avoid using personal pronouns. Please read and understand the portfolio instructions and be guided accordingly. A comprehensive web presentation is offered in your interest.

**Connect with the following link:**

<http://flash1r.apa.org/apastyle/basics/index.htm>

## APA Citation Format Basics

APA Citation Format is a set of formal rules written by the American Psychological Association for documenting sources when writing research papers for any of the social science disciplines.

The most recent set of guidelines can be found in the sixth edition of the Publication Manual of the American Psychological Association released in July 2009. The purpose of the manual is to provide a set of formal conventions that ensure clarity of communication, aid reader comprehension, avoid plagiarism and build accurate reference citations.

When writing a research paper, APA style requires that citations are located both in the text of the body, as well as in a formal reference list section of the document. This article provides some general guidelines on how in-text citations should be formatted. For a more in-depth explanation, consult pages 169-179 of the Publication Manual.

For any in-text citation (in the body of the report) there should be an entry in the reference list, and the same goes for the reverse as well - any reference list entry should match an in-text citation.

When using APA format follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source document should appear in the text like (Richards, 2001). A more complete citation should appear in the reference list at the end of the paper.

When writing your report, if you're just referring to an idea from another source, but not directly quoting the material, you only have to make reference to the author and year of publication in your in-text citation.

### In-Text Citation Formatting

- Always capitalize the author's name and initials: P. Smith
- If you refer to the title of a source, capitalize any word that is greater than four letters long: Writing For Change. Note that this differs from the corresponding entry in your References list, in that entry only the first word is capitalized: Writing for change.
- Always capitalize the first word after a colon or dash: The Search For Life: The Case for Martian Water.
- Always capitalize both words in a hyphenated compound word: Mars: In-Depth
- Italicize or underline the titles of longer works such as books and documentaries: *Space Exploration in the Future*
- Put quotation marks around the titles of shorter works like journal or magazine articles: "Saturn's Rings of Dust"

If you are quoting directly from a work, include the author, year of publication and the page number for the reference (precede the page number with a "p"). Introduce the quotation by including the author's last name followed by the date of publication in parenthesis.

For example: According to Smith (2001), "astronauts often had difficulty managing stress during flight training" (p 44).

If the quotation is longer than 40 words, place the text in a free-standing block of typewritten lines, and leave out the quotation marks. The long length quotation should be started on a new line, indented five spaces from the left margin. Any subsequent lines should keep the same margin, maintaining double spacing throughout.

If you are paraphrasing an idea from another source you only have to reference the author and year of publication in your in-text reference. Including a page number reference is preferred, but not obligatory.

In summary, formatting in-text citations in a research paper following [APA Citation Format](#) is not difficult once you know the rules of the road. With enough practice the citation formatting should become second nature.

For a quick set of tips on building Reference lists following APA Citation Format, check out <http://www.apacitationformat.com>

Article Source: <http://EzineArticles.com/5148538>

## **APA Citations In-Text Specific Examples**

In APA style, in-text citations are placed within sentences and paragraphs so that it is clear what information is being quoted or paraphrased and whose information is being cited.

### **Works by a single author**

The last name of the author and the year of publication are inserted in the text at the appropriate point.

from theory on bounded rationality (Simon, 1945)

If the name of the author or the date appear as part of the narrative, cite only missing information in parentheses.

Simon (1945) posited that

### **Works by multiple authors**

When a work has two authors, always cite both names every time the reference occurs in the text. In parenthetical material join the names with an ampersand (&).

as has been shown (Leiter & Maslach, 1998)

In the narrative text, join the names with the word "and."

as Leiter and Maslach (1998) demonstrated

When a work has three, four, or five authors, cite all authors the first time the reference occurs.

Kahneman, Knetsch, and Thaler (1991) found

In all subsequent citations per paragraph, include only the surname of the first author followed by "et al." (Latin for "and others") and the year of publication.

Kahneman et al. (1991) found

### **Works by associations, corporations, government agencies, etc.**

The names of groups that serve as authors (corporate authors) are usually written out each time they appear in a text reference.

(National Institute of Mental Health [NIMH], 2007)

When appropriate, the names of some corporate authors are spelled out in the first reference and abbreviated in all subsequent citations. The general rule for abbreviating in this manner is to supply enough information in the text citation for a reader to locate its source in the Reference List without difficulty. (NIMH, 2007)

### **Works with no author**

When a work has no author, use the first two or three words of the work's title (omitting any initial articles) as your text reference, capitalizing each word. Place the title in quotation marks if it refers to an article, chapter of a book, or Web page. Italicize the title if it refers to a book, periodical, brochure, or report.

on climate change ("Climate and Weather," 1997)

*Guide to Agricultural Meteorological Practices* (1981)

Anonymous authors should be listed as such followed by a comma and the date.

on climate change (Anonymous, 2008)

### **Specific parts of a source**

To cite a specific part of a source (always necessary for quotations), include the page, chapter, etc. (with appropriate abbreviations) in the in-text citation.

(Stigter & Das, 1981, p. 96)

De Waal (1996) overstated the case when he asserted that "we seem to be reaching ... from the hands of philosophers" (p. 218).

If page numbers are not included in electronic sources (such as Web-based journals), provide the paragraph number preceded by the abbreviation "para." or the heading and following paragraph.

(Mönnich & Spiering, 2008, para. 9)

### APA Reference List Basics

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a new page separate from the text of the essay; label this page "References" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.

- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
- When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Capitalize all major words in journal titles.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

## **APA Reference List Specific Examples**

### **Articles in journals, magazines, and newspapers**

References to periodical articles must include the following elements: author(s), date of publication, article title, journal title, volume number, issue number (if applicable), and page numbers.

#### **Journal article, one author, accessed online**

Ku, G. (2008). Learning to de-escalate: The effects of regret in escalation of commitment. *Organizational Behavior and Human Decision Processes*, 105(2), 221-232. doi:10.1016/j.obhdp.2007.08.002

#### **Journal article, two authors, accessed online**

Sanchez, D., & King-Toler, E. (2007). Addressing disparities consultation and outreach strategies for university settings. *Consulting Psychology Journal: Practice and Research*, 59(4), 286-295. doi:10.1037/1065-9293.59.4.286

#### **Journal article, more than two authors, accessed online**

Van Vugt, M., Hogan, R., & Kaiser, R. B. (2008). Leadership, followership, and evolution: Some lessons from the past. *American Psychologist*, 63(3), 182-196. doi:10.1037/0003-066X.63.3.182

#### **Article from an Internet-only journal**

Hirtle, P. B. (2008, July-August). Copyright renewal, copyright restoration, and the difficulty of determining copyright status. *D-Lib Magazine*, 14(7/8). doi:10.1045/july2008-hirtle

#### **Journal article from a subscription database (no DOI)**

Colvin, G. (2008, July 21). Information worth billions. *Fortune*, 158(2), 73-79. Retrieved from Business Source Complete, EBSCO. Retrieved February 2, 2013, from <http://search.ebscohost.com>

#### **Magazine article, in print**

Kluger, J. (2008, January 28). Why we love. *Time*, 171(4), 54-60.

#### **Newspaper article, no author, in print**

As prices surge, Thailand pitches OPEC-style rice cartel. (2008, May 5). *The Wall Street Journal*, p. A9.

#### **Newspaper article, multiple authors, discontinuous pages, in print**

Delaney, K. J., Karnitschnig, M., & Guth, R. A. (2008, May 5). Microsoft ends pursuit of Yahoo, reassesses its online options. *The Wall Street Journal*, pp. A1, A12.

## **Books**

References to an entire book must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher.

### **No Author or editor, in print**

Merriam-Webster's collegiate dictionary (11th ed.). (2003). Springfield, MA: Merriam- Webster.

### **One author, in print**

Kidder, T. (1981). *The soul of a new machine*. Boston, MA: Little, Brown & Company.

### **Two authors, in print**

Frank, R. H., & Bernanke, B. (2007). *Principles of macro-economics* (3rd ed.). Boston, MA: McGraw-Hill/Irwin.

### **Corporate author, author as publisher, accessed online**

Australian Bureau of Statistics. (2000). *Tasmanian year book 2000* (No. 1301.6). Canberra, Australian Capital Territory: Author. Retrieved February 2, 2013, from <http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/CA2568710006989...> \$File/13016\_2000.pdf

### **Edited book**

Gibbs, J. T., & Huang, L. N. (Eds.). (2001). *Children of color: Psychological interventions with culturally diverse youth*. San Francisco, CA: Jossey-Bass.

## **Dissertations**

References for dissertations should include the following elements: author, date of publication, title, and institution (if you accessed the manuscript copy from the university collections). If there is a UMI number or a database accession number, include it at the end of the citation.

### **Dissertation, accessed online**

Young, R. F. (2007). *Crossing boundaries in urban ecology: Pathways to sustainable cities* (Doctoral dissertation). Available from ProQuest Dissertations & Theses database. (UMI No. 327681)

## **Essays or chapters in edited books**

References to an essay or chapter in an edited book must include the following elements: essay or chapter authors, date of publication, essay or chapter title, book editor(s), book title, essay or chapter page numbers, place of publication, and the name of the publisher.

## **One author**

Labajo, J. (2003). Body and voice: The construction of gender in flamenco. In T. Magrini (Ed.), *Music and gender: perspectives from the Mediterranean* (pp. 67-86). Chicago, IL: University of Chicago Press.

## **Two editors**

Hammond, K. R., & Adelman, L. (1986). Science, values, and human judgment. In H. R. Arkes & K. R. Hammond (Eds.), *Judgement and decision making: An interdisciplinary reader* (pp. 127-143). Cambridge, England: Cambridge University Press.

## **Encyclopedias or dictionaries and entries in an encyclopedia**

References for encyclopedias must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher. For sources accessed online, include the retrieval date as the entry may be edited over time.

### **Encyclopedia set or dictionary**

Sadie, S., & Tyrrell, J. (Eds.). (2002). *The new Grove dictionary of music and musicians* (2nd ed., Vols. 1-29). New York, NY: Grove.

### **Article from an online encyclopedia**

Containerization. (2008). In *Encyclopædia Britannica*. Retrieved May 6, 2008, from <http://search.eb.com>.

### **Encyclopedia article**

Kinni, T. B. (2004). Disney, Walt (1901-1966): Founder of the Walt Disney Company. In *Encyclopedia of Leadership* (Vol. 1, pp. 345-349). Thousand Oaks, CA: Sage Publications.

## **Research reports and papers**

References to a report must include the following elements: author(s), date of publication, title, place of publication, and name of publisher. If the issuing organization assigned a number (e.g., report number, contract number, or monograph number) to the report, give that number in parentheses immediately after the title. If it was accessed online, include the URL.

### **Government report, accessed online**

U.S. Department of Health and Human Services. (2005). *Medicaid drug price comparisons: Average manufacturer price to published prices* (OIG publication No. OEI-05-05- 00240). Washington, DC: Author. Retrieved from <http://www.oig.hhs.gov/oei/reports/oei-05-05-00240.pdf>



### **Government reports, GPO publisher, accessed online**

Congressional Budget Office. (2008). *Effects of gasoline prices on driving behavior and vehicle markets: A CBO study* (CBO Publication No. 2883). Washington, DC: U.S. Government Printing Office. Retrieved February 2, 2013, from <http://www.cbo.gov/ftpdocs/88xx/doc8893/01-14-GasolinePrices.pdf>

### **Technical and/or research reports, accessed online**

Deming, D., & Dynarski, S. (2008). *The lengthening of childhood* (NBER Working Paper 14124). Cambridge, MA: National Bureau of Economic Research. Retrieved July 21, 2008, from <http://www.nber.org/papers/w14124>

### **Document available on university program or department site**

Victor, N. M. (2008). *Gazprom: Gas giant under strain*. Retrieved February 2, 2013, from Stanford University, Program on Energy and Sustainable Development Web site: [http://pesd.stanford.edu/publications/gazprom\\_gas\\_giant\\_under\\_strain/](http://pesd.stanford.edu/publications/gazprom_gas_giant_under_strain/)

### **Audio-visual media**

References to audio-visual media must include the following elements: name and function of the primary contributors (e.g., producer, director), date, title, the medium in brackets, location or place of production, and name of the distributor. If the medium is indicated as part of the retrieval ID, brackets are not needed.

#### **Videocassette/DVD**

Achbar, M. (Director/Producer), Abbott, J. (Director), Bakan, J. (Writer), & Simpson, B. (Producer) (2004). *The corporation* [DVD]. Canada: Big Picture Media Corporation.

#### **Audio recording**

Nhat Hanh, T. (Speaker). (1998). *Mindful living: a collection of teachings on love, mindfulness, and meditation* [Cassette Recording]. Boulder, CO: Sounds True Audio.

#### **Motion picture**

Gilbert, B. (Producer), & Higgins, C. (Screenwriter/Director). (1980). *Nine to five* [Motion Picture]. United States: Twentieth Century Fox.

#### **Television broadcast**

Anderson, R., & Morgan, C. (Producers). (2008, June 20). *60 Minutes* [Television broadcast]. Washington, DC: CBS News.

### **Television show from a series**

Whedon, J. (Director/Writer). (1999, December 14). Hush [Television series episode]. In Whedon, J., Berman, G., Gallin, S., Kuzui, F., & Kuzui, K. (Executive Producers), *Buffy the Vampire Slayer*. Burbank, CA: Warner Bros.

### **Music recording**

Jackson, M. (1982). Beat it. On *Thriller* [CD]. New York, NY: Sony Music.

### **Undated Web site content, blogs, and data**

For content that does not easily fit into categories such as journal papers, books, and reports, keep in mind the goal of a citation is to give the reader a clear path to the source material. For electronic and online materials, include stable URL or database name. Include the author, title, and date published when available. For undated materials, include the date the resource was accessed.

### **Blog entry**

Arrington, M. (2008, August 5). The viral video guy gets \$1 million in funding. Message posted February 2, 2013, to <http://www.techcrunch.com>

### **Professional Web site**

National Renewable Energy Laboratory. (2008). *Biofuels*. Retrieved May 6, 2008 from: [http://www.nrel.gov/learning/re\\_biofuels.html](http://www.nrel.gov/learning/re_biofuels.html)

### **Data set from a database**

Bloomberg L.P. (2008). *Return on capital for Hewitt Packard 12/31/90 to 09/30/08*. Retrieved Dec. 3, 2008 from: Bloomberg database. Central Statistics Office of the Republic of Botswana. (2008). *Gross domestic product per capita 06/01/1994 to 06/01/2008* [statistics]. Available from CEIC Data database.

### **Entire Web site**

When citing an entire Web site (and not a specific document on that site), no Reference List entry is required if the address for the site is cited in the text of your paper.

Witchcraft In Europe and America is a site that presents the full text of many essential works in the literature of witchcraft and demonology. Retrieved February 2, 2013, from <http://www.witchcraft.psmmedia.com/>.

For more detailed information on APA citation style such as information on articles in press, journal special issues and supplements, translations, et cetera, see the [Publication Manual of the American Psychological Association](#) and the [APA Style Guide to Electronic References](#).

Other citation guides and useful Web sites:

American Psychological Association's [Web site](#)  
Purdue University Online Writing Lab's [APA Formatting and Style Guide](#)  
Diana Hacker's [Research and Documentation Online](#)  
Landmark's [Son of Citation Machine](#)

## Reference List Reminders

References or sources cited in the text of a research paper must appear in a Reference List. This list provides the information necessary to identify and retrieve each source.

- **Order:** Entries should be arranged in alphabetical order by authors' last names. Sources without authors are arranged alphabetically by title within the same list.
- **Authors:** Write out the last name and initials for all authors of a particular work. Use an ampersand (&) instead of the word "and" when listing multiple authors of a single work. e.g. Smith, J. D., & Jones, M.
- **Titles:** Capitalize only the first word of a title or subtitle, and any proper names that are part of a title.
- **Pagination:** Use the abbreviation p. or pp. to designate page numbers of articles from periodicals that do not use volume numbers, especially newspapers. These abbreviations are also used to designate pages in encyclopedia articles and chapters from edited books.
- **Indentation\*:** The first line of the entry is flush with the left margin, and all subsequent lines are indented (5 to 7 spaces) to form a "hanging indent".
- **Underlining vs. Italics\*:** It is appropriate to use italics instead of underlining for titles of books and journals.

Two additional pieces of information should be included for works accessed online.

- **Internet Address\*\*:** A stable Internet address should be included and should direct the reader as close as possible to the actual work. If the work has a digital object identifier (DOI), use this. If there is no DOI or similar handle, use a stable URL. If the URL is not stable, as is often the case with online newspapers and some subscription-based databases, use the home page of the site you retrieved the work from.
- **Date:** If the work is a finalized version published and dated, as in the case of a journal article, the date within the main body of the citation is enough. However, if the work is not dated and/or is subject to change, as in the case of an online encyclopedia article, include the date that you retrieved the information.

\* The APA has special formatting standards for the use of indentation and italics in manuscripts or papers that will be typeset or submitted for official publication. For more detailed information

on these publication standards, refer to the [Publication Manual of the American Psychological Association](#), or consult with your instructors or editors to determine their style preferences.

\*\* See the [APA Style Guide to Electronic References](#) for information on how to format URLs that take up more than one line.

## **APA Reference List: Final Report Example**

Brady, J.T. & Brady, P. L. (2003, November). Consumers and genetically modified foods. *Journal of Family and Consumer Sciences*, 95(4),12-18. Retrieved February 25, 2005, from Proquest database

Canadian Food Inspection Agency. (2004, April 28). *What are genetically modified foods?* Retrieved February 23, 2005, from <http://www.inspection.gc.ca/english/sci/biotech/safsal/gmoogme.shtml>

Freckleton, R. P., Sutherland, W.J., & Watkinson, A. R. (2003, November 7). Deciding the future of GM crops in Europe. *Science*, 302(5647), 994-996. Retrieved February 25, 2005, from Proquest database.

Genetic engineering. (2002). In *The new encyclopaedia Britannica micropaedia* (Vol. 5, p.178). Chicago: Encyclopaedia Britannica.

Health Canada. (2002, February). *The safety of genetically modified food crops*. Retrieved March 22, 2005, from [http://www.hc-sc.gc.ca/english/protection/biologics\\_genetics/gen\\_mod\\_foods/genmodebk.html](http://www.hc-sc.gc.ca/english/protection/biologics_genetics/gen_mod_foods/genmodebk.html)

Kneen, B. (1999). *Farmageddon: Food and the culture of biotechnology*. Gabriola Island, B. C.: New Society.

Nottingham, S. (2003). *Eat your genes: How genetically modified food is entering our diet*. London: Zed Books Ltd.

Parent, K. & Vandelac, L.(Directors). (1999). *The genetic takeover, or, mutant food*. [Motion picture]. Canada: National Film Board of Canada.

Schwartz, J. (2005, February 13). Are organic vegetables really better for you? *The Gazette*, p. D6. Retrieved February 25, 2005, from Proquest database.

SCOPE Forum (200-2005). *Genetically modified food : Controversies surrounding the risks and benefits of genetically modified food*. Retrieved February 25, 2005 from: The SCOPE Research Group (UC Berkley, UW, AAAS): <http://scope.educ.washington.edu/gmfood/>

## Reminder: Plagiarism and Citations

Plagiarism (defined by Webster's Dictionary as "to steal and pass off as one's own" and secondary "to use without crediting the source" is a serious breach of academic integrity. The intentional representation of another author's or source's work as one's own will not be tolerated and may result in failure of the course and dismissal from the College. However, ACCT recognizes that most cases of plagiarism fall into the second definition and were not intended to be accepted as one's own thought or idea. To avoid the suspicion of intentional plagiarism, you must take care to properly paraphrase, quote, cite and reference all thoughts, ideas, words, and data. **Follow these tips:**

**Cite** – When in doubt – cite! If you are not sure if what you are writing would be viewed as plagiarism, then cite the source somewhere within your text.

**Paraphrase** – Take only one idea from a paragraph (most paragraphs usually contain more than one idea) and, in your own words, state what the idea means to you and how it relates to topic of your paragraph. However, paraphrased passages still require citation because the ideas came from another source, even though you are putting them in your own words. When paraphrasing a good rule of thumb: At least 50% of what you are paraphrasing should be your own words.

**Quote** – If you present a statement verbatim, then place quotes at the beginning and end and cite the source. Include quoted statements only if the entire statement is relevant to your topic.

**Reference** – For every citation within the body of your document, you must include the full reference of the source. For APA style, this reference is at the end of the document.

## Introduction, Body, Summary & Conclusion Sections Perspective Writing Assignment Organization

An **introduction** establishes what the writing is about and it should be appealing, short, and to the point. Good introductions cause the reader to want to know more. Next, the **body** paragraphs are very important components of your writing; it is where the writer will expand upon and provide support for the thesis or statement of the problem introduced. The **summary** is a short form of writing which contains the prominent key points of what is found, discussed or written. On the other hand the **conclusion** relies on the key points to explore or resolve the implications in a thesis or statement of the problem.

## **Introduction**

The introduction should be written to give the reader a point(s) of entry, attract the reader's attention and give an idea of your writing focus. This information should be realistic, but it need not be totally new. It could simply be a pertinent fact(s) that explicitly illustrates the point(s) you wish to address. If you use a piece of startling information, follow it with a sentence or two of elaboration. This elaboration could be a careful short to the point story anecdote as an effective opener to what you are writing about. Bring your introduction to an end with a sentence or two that will lead the reader from your introductory opening to your introductory thesis or problem statement.

## **Body**

The body sections of your writing are paragraphs that provide the hard work of the writing done. It further develops, supports and clarifies the thesis or statement of the problem. Good body paragraphs have a clear beginning, middle, and end. It consists of several basic elements: Transition thoughts, topic information, material support and closing sentence(s). Think of these paragraphs as a means of bridging from one, idea, point or issue to another and moves the writing forward. Of course, other important functions are show how the point(s) of one paragraph relates logically to the point(s) of the next. This kind of linking reinforces logic and unity.

Generally, the supporting sentences primarily make up the body of a paragraph, just as the supporting paragraphs make up the body of a written document with specific information that shows, explains, or supports the paragraph or sentence thought(s). While the kind of support needed varies, the writer can consider what is important in terms of details, examples, facts, opinions and testimony, along with explanation and analysis that links support to the main point(s), thesis or statement of the problem. In any event, the support body must be specific, relevant, and sufficient to explain the point(s) thoroughly or be convincing.

## **Summary**

Write a brief summary of your written work that may include an overview of the introduction, methods, analysis and findings of key points, information, facts and/or results. It reveals your thoughts by presenting your idea and interpretation as to what is important so be sure your summary addresses your thesis or statement of the problem. Notwithstanding, did you meet the objectives set forth in your introduction? All of this information will serve really well when writing your conclusion section. Lastly, the question often arises regarding how much should my summary be? A good rule-of-thumb to follow is: the summary section should be 10% to 15% of the material contained in the introduction and body. Of course the percentages are scalable depending upon the amount of material being summarized. Academically, if an essay is two pages long clearly the writer does not have much to summarize and the conclusion that follows will come up short. Possible Exception: The writer must be an outstanding or exceptional writer.

## **Conclusion**

Your writing can be remembered favorably if it contains an important strong summary and conclusion sections at the end, it captures the key information and provides for final thoughts. This is the writer's last chance to connect with the reader and relate the information and results found to the thesis or problem statement. The conclusion is expected to bring closure to your writing with strong sentences based on the main summarized points and providing a final perspective on the subject and what was studied and/or written. It is very important to write an effective conclusion which is helpful when you restate your thesis or problem statement. This can be done in the first or second sentence of the conclusion. Make sure the thesis or problems statement is reworded from the introduction and summary and that it will remind the reader of your writing main focus. Avoid making the conclusion too long, because an effective conclusion should be straight and to-the-point. As well, the conclusion is your chance to have the last word on your subject. You to have the final say on the issues you have raised and to demonstrate the importance of your ideas. It is also here where you can impel the reader to another view of the subject and end on a positive note. Finally, your conclusion can go beyond the confines of what was written and push beyond boundaries to consider broader issues, make new connections, and elaborate further on significance.