Title of Essay

Author’s Name

Grantham University

 Abstract

Abstracts are research tools that can help you readers determine if the scope of your article/essay will help them in their own research. In APA, abstracts are typically 150-250 words in length and provide an evaluative summary of the essay to follow. The personal opinion of the author is strictly prohibited in abstracts. Unlike a body paragraph, the first line of an abstract is not tabbed-in. For many student essays, especially in lower-numbers courses, an abstract will not be required; still, it is good to practice this skill.

Title of Essay

 In APA style, the introduction of the essay should begin here, followed by the body paragraphs. APA is typically a more formal style than most students are accustomed to using in a writing course. For the purposes of this course, the level of formality should be based on the assignment. For example: APA asks that students always write in third person (avoiding words such as *I, me, we, our(s), you, your(s),* etc). Certain rhetorical modes, however, don’t cater well to third person (narrative and reflection writing are two such examples). In these situations, first person (*I, me, we, our(s)*) may be, and should be employed; second person (*you, your(s)*) should be avoided in all academic writing unless an essay is specifically designed to relay instructions (there are few assignments that will employ second person).

 Like any essay, students should make sure their essays are formatted with one inch margins, with their text exclusively in Times New Roman 12-point font, and students should double space their lines. This document can be downloaded and used as a template wherein students may simply replace names, titles, dates, and so on with their own information.

 The final page of this document will demonstrate a References page. If a student uses information from any source, that source must be identified within the text and listed on a References page. These citations should be listed in alphabetical order and, opposite to the way a normal paragraph works, the first line should be flush left and each following line should be tabbed in. Though there is really no substitute for a good APA Style Manual, students can refer to a citation generator such as [www.citationmachine.net](http://www.citationmachine.net) to ensure proper formatting, as well as contact Grantham’s Writing Center or the course instructor for additional assistance.

References

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