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Hit the tab key one time to begin the main body of the paper. The paragraphs of the main document are indented. The computer will wrap your text for you based upon the margin settings established by this document template. It is not necessary for you to hit the “enter” or return key at the end of a line of text. Only hit the enter key (one time) when you reach the end of a paragraph. Then hit the tab key to indent and then continue typing the paper. In APA any source that you use in your paper must have an in-text citation. In APA these citations include the author’s last name and the year of the publication in parentheses (Barrett, 2002). If the source you are using does not identify an author, use a shortened version of the source title rather than the author name (“E-Portfolios for Education,” 2006). Your first two paragraphs or so will be your introductory ones**. I typically do not start writing here. Skip to the body paragraphs and write them first, they are easier.** It doesn’t have a heading that says “Introduction,” but this is it. You may go on for several paragraphs if you like (one to three), but when you get ready for the next section, your body paragraphs you don’t start a new page.

Your body paragraphs are your proofs or evidence that help to support your thesis. These will be one or two or more paragraphs long per proof depending on how much evidence you can pull together about that point. If there is a lot of information, break these into paragraphs. Please be very detailed and descriptive here, the teacher has not read your research articles and books, you are the expert and you may assume it is all known, but it is not. Inform your reader. **Some good tips for organizing your information include**; 1) using subtitles to organize information, 2) going through your annotations with different colour highlighters that line up with your main proofs, for instance yellow for the first, blue for the second, and pink for the third and so on, then when you go to write your paragraph(s) about proof one, look at all the yellow highlighted material , 3) do the same thing with electronic notes you may have grabbed or online articles, only change the font of the section that describes one proof to blue, then green, red and purple accordingly, then copy and paste all blue to one page or two, and green to another and so on to organize your information.

# Conclusion

Concluding paragraphs or paragraph. This is a summary of your essay or findings. You will repeat your thesis here and all of your main proofs. Sometimes it is nice to discuss the importance of this information and potential applications for it. Also, some recommend future directions for this type of research. You can also end with lasting implications and predictions for the future.

References

Lastname, A. (2011). *Title of the book without caps except Proper Nouns or: First word after colon.* Name of Town of Publication followed by a colon: Name of Publisher.

Lastname, C. (2008). Title of the source without caps except Proper Nouns or: First word after colon. *The Journal or Publication Italicized and Capped*, Vol. # (Issue #), Page numbers.

Lastname, O. (2010). Title of article on a website. *Website Name*, Retrieved from http/URL: split this portion so that some of it will fit on the top line and the rest on the second and

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