

Title of the Paper in Full Goes Here

Student Name Here

Virtual University

Date Here

### **Abstract**

This is the abstract, which is typed in block format with no indentation. It is a brief summation of your paper and should be 120 words or less. It should be accurate and concise. Your abstract should also be written in a self-contained way so people reading only your abstract would fully understand the content and the implications of your paper. It may be helpful to write this section last when you have collected all the information in your paper. See section 2.04 APA for helpful tips and for more information on writing abstracts.

## Title of the Paper

Do not add any extra spaces between your heading and your text: Just double space as usual, indent your work a full ½ inch, and start typing. Your introduction should receive no specific heading because it is assumed that your first section is your introduction section. It is often helpful to think of your introduction section like a funnel. It is often best to start with writing about a broad idea (such as general ideas about fiscal policies in U.S. corporations) and whittle down to a specific idea (such as the fiscal policies in a particular U.S. corporation).

In constructing your paper, remember to use transitional words and phrases like also, additionally, therefore, similarly, further, likewise, in contrast, although, however, because of this, and in the same way to connect your work together and lead your reader throughout your work. It is often helpful to think of your writing like a map: each section should connect to the next to lead your reader throughout your work.

Also, remember to make sure your first sentence in each paragraph both transitions from your previous paragraph and summarizes the main point in your paragraph. Stick to one topic per paragraph, and when you see yourself drifting to another idea, make sure you break into a new paragraph. Try to avoid long paragraphs to avoid losing your reader and to hold his or her attention-- it's much better to have many short paragraphs than few long ones. Think: new idea, new paragraph.

Your last paragraph in your introduction should be your most specific one. This is when you're talking about your specific topic, and it usually contains a statement about what this paper will address and why. This paragraph, therefore, addresses the "so what and who cares?" question. Tell your reader why he or she should care about this topic. What does this topic

mean in the big picture? For example, you might say something like: “This topic is essential to examine because....”

### **Level 1 Head**

Even though this is a new heading, you want to make sure you connect this to your previous section so your reader can follow you and better understand your hard work. It’s a great technique to read your work aloud. This way, your ear can really hear things that sound choppy or awkward. It’s also a wonderful trick in discovering where you have long sentences or need some punctuation help. If you hear yourself naturally pausing, it is most likely a good place for a comma. If you do not hear yourself pause, it is most likely not a place for a comma.

### **Level 2 Heading**

Headings are great ways to organize your paper and increase its readability, so be sure to review heading rules on APA 3.02 in order to format them correctly. For shorter papers, using one or two levels is all that is needed. The number of headings you need in a particular paper is not set, but for longer papers, you may need another heading level. You would then use Level 3 as shown in this next paragraph.

**Level 3 heading.** One crucial area in APA is learning how to cite in your academic work. You really want to make sure you cite your work throughout your paper to avoid plagiarism. This is critical; you need to give credit to your sources and avoid copying other’s work at all costs. Look at APA starting at 6.11 for guidelines on citing your work in your text, and please email [writingsupport@waldenu.edu](mailto:writingsupport@waldenu.edu) if you have any questions whatsoever!

### **Level 1 Heading**

APA can seem a bit tricky to master, but it's really fairly straightforward once you get the hang of it. There are also plenty of sources to help you, so do not be afraid to ask!

And so forth until the conclusion.....

### **Level 1 Heading**

Your conclusion section should recap the major points you have made in your work. However, perhaps more importantly, it should also interpret what you have written means in the bigger picture. In your concluding remarks, think big! Some questions to ask yourself include: What do you want to happen with the information you've provided? What do you want to change? What is your ultimate goal in using this information? What would it mean if the suggestions in your paper were taken and used?

And so on until the reference list.

## References

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