# G·A·S·A·
Gulfside Art & Science Academy

# Ready to Write!

**ESSAY WRITING BASICS**
*Using APA format for academic papers and essays*

## PROCESS OF ESSAY WRITING:

PLANNING
  Choose a Topic – Brainstorm ideas.

DRAFTING
  Research your Topic – books, internet, documentaries, interviews, etc.
  Organize Your Ideas & Write a detailed Outline
  Write a First Draft - and possibly a second or third draft.

SHARING
  Share your work with a friend.  Get opinions and input.

EVALUATING
  Did you… Use a thesaurus? Use expressive words, adjectives, adverbs, prepositional phrases, etc. to make your essay more interesting to the reader?

REVISING
  Based on your evaluation and input from others, you can now revise your essay as needed.

EDITING
  Edit, Proofread Your Essay – Edit spelling, punctuation, grammar, sentence structure, style, etc. Rewrite.

PUBLISHING
  Finalize Your Essay

**<u>PARTS OF THE ESSAY</u>**:

Title Page
> No underline, italics, quotes.
> All centered on page, Title (ONLY) can be bold. Only page number should be at the top, righthand corner of the page.
> Include: the paper title, author names (the byline), author affiliation (school, business, department, etc.), course number and name, instructor name, assignment due date in USA format, and page number (top right-hand corner of all pages)

Introduction
> Because the first paragraphs of a paper are understood to be introductory, the heading "Introduction" is not needed.

Body
> See "Style" for Paragraph and other formatting of your essay.

Conclusion

References (sited) **

**If you have additional pages in your essay, they should go in this order:**
1. title page
2. abstract
3. text
4. references
5. footnotes
6. tables
7. figures
8. appendices

**STYLE:**

**Font:** Generally, 12-point Times New Roman is used. These are also acceptable.
Sans serif fonts such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode
Serif fonts such as 12-point Times New Roman, 11-point Georgia

**Set 1-inch page margins.**
Exception - Use 1.5-inch left margin to accommodate binding

**Apply double-line spacing**, with few exceptions. *

**Insert a header on every page with the PAGE NUMBER, top righthand side**. Title page is page 1.

**Paragraph Style:**

1. Align the text to the left margin. Leave the right margin uneven, or "ragged." Do not use full justification for student papers!

2. Indent every new paragraph ½ inch.

3. Do not insert hyphens (manual breaks) in words at the end of line. However, it is acceptable if your word-processing program automatically inserts breaks in long hyperlinks.

4. Headings
   Title Case - Most words in the should be CAPITALIZED!
   Use only the number of headings necessary to differentiate distinct sections in your paper; short student papers may not require any headings.
   Avoid having only one subsection heading within a section, just like in an outline.
   Do not label headings with numbers or letters.
   Double-space headings; do not switch to single spacing within headings.
   Do not add blank lines above or below headings, even if a heading falls at the end of a page.
   Level Heading styles as needed:
   Level 1: Centered, **Bold**
   Level 2: Flush Left, **Bold**
   Level 3: Flush Left, ***Bold Italic***
   Level 4: Indented, **Bold**, Ending with a period.
   Level 5: Indented, ***Bold Italic***, Ending with a period

**\* Double Spacing exceptions:**
1. title page: Insert a double-spaced blank line between the title and the byline <u>on the title page</u>. Double-space the rest of the title page.

2. tables: The <u>table body</u> (cells) may be single-spaced, one-and-a-half-spaced, or double-spaced, depending on which is the most effective layout for the information. Double-space the table number, title, and notes.

3. figures: Words within the <u>image part of a figure</u> may be single-spaced, one-and-a-half-spaced, or double-spaced, depending on which is the most effective layout for the information. Double-space the figure number, title, and notes.

4. footnotes: Usually single-spaced and a slightly smaller font than the text
displayed equations: It is permissible to apply triple- or quadruple-spacing in special circumstances, such as before and after a displayed equation.

**\*\* REFERENCES**
Reference lists versus bibliographies - A reference list contains works that specifically support the ideas, claims, and concepts in a paper; in contrast, a bibliography provides works for background or further reading and may include descriptive notes. APA Style does not use bibliographies. A bibliography typically includes resources in addition to those cited in the text and may include annotated descriptions of the items listed.

The APA reference page is a separate page at the end of your paper where all sources you cited in the main text are listed. The references are sorted alphabetically, double spaced, and formatted using a hanging indent of ½ inch. The structure of an APA reference is as follows: Book: Up to seven authors, last name first, then first name or initial, with an ampersand (&) to separate the final author (not the word "and"), followed by a period. (Year of publication in parentheses followed by a period).

In general, the list of references is double-spaced and listed alphabetically by first author's last name. For each reference, the first line is typed flush with the left margin, and any additional lines are indented as a group a few spaces to the right of the left margin (this is called a *hanging indent*).

HOW TO:  https://apastyle.apa.org/instructional-aids/creating-reference-list.pdf