-Writing the First Draft Paper, Using APA System

1. You must have formal outline completed based on your Note Cards.
   * Must have thesis of your paper
   * All the Major and sub headings must be in parallel structure both in form and content
   * Must be clear, not vague
     *Must be of at least two levels I. A  B  II. A B C

2. You must have the note cards ready and clearly classified according to their major and sub points.

3. Introduction
   * Must not be more than 50 words long
   * Must announce the general subject of your paper
   * Must give background to your paper
   * End in a clear thesis

4. The body of the paper
   * The main parts of the paper must have a clear topic sentence
   * Each A B C must be clearly discussed and related by transitions
   * Each paragraph must be related to the one before by clear transitions

5. Entering direct quotation
   * Show the purpose of the quotation
   * Announce the quotation
   * Put it in quotation marks " "
   * If inset that is a direct quotation that is longer than 4 lines is not placed in it is indented by five spaces quotation marks , but must be clearly documented., stating the author, date of publication and page number

6. Entering Citation (In text Documentation)
   * Every point in your paper must be documented, showing the author’s last name, year of publication, and the page number. EG. (Smith, 2001, p. 50)
   * If there is no author, use the first word from the article placed in quotation mark (« Pollution », 1999, p. 30)

7. Developing Unified Paragraph From Outline
   * Every first level (I. II. III.) should start with a clear topic sentence.
   * Every idea should be related by clear transitions.
     * The first level(I. II. III.) of your outline may consist of many paragraphs.
     * The Second level A B C can be one paragraph or more
   * Each paragraph must begin with a topic sentence stating a clear controlling idea. EG One cause of air pollution is garbage burning.
   * Each paragraph must be connected to the one before by a connector, transition word like for example (, further more, more over but yet another)
   * Paragraph may be connected by using transitional sentences
   * Each paragraph must be indented by five spaces

8. Transitional sentences: Use transitional sentences to relate the major parts of your paper.
   * Length of the paper. Your paper must not be longer than 5 pages.
   * Font 12
   * Space Double Space between the lines

Grading (1). Content and language 30%; (2.) Presentation – organization of ideas, paraphrasing, clarity of ideas and coherence (30%); (3) Documentation and format (30%); (4) mechanics – spelling, punctuation, capitalization (10%)

Note Cards 4%  Outline 2%  references 2% final draft 705%  rewrite 30%

Note cards must be focused – Each NC must have only one idea. It must be documented
References must be stated alphabetically. You must have at least 5 different sources. Prepared by: Julie Akkari, DETE, 2007