

Handout Number 31

-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.

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