

Title of Paper

Student Name

Colorado State University Global

Course Code: Course Name

Instructor

Due Date

Title of Paper

Academic essays should begin with an [introduction](#), but do not begin your paper with an “Introduction” heading. The introduction will provide readers with the context necessary for understanding your argument and the body of your paper. When composing the introduction, think about what context or background information the reader would benefit from knowing. Once your context is established, transition from that context into your [thesis statement](#). The thesis statement generally comes at the end of your introduction and usually consists of a few sentences that sum up the argument for your paper overall. Thesis statements should also provide a roadmap for the reader so that they can navigate through the ideas present in the rest of your paper using level 1 headings that mirror the language and order of ideas in the thesis, such as level 1 header, level 1 header, and level 1 header.

Level 1 Header

[Reflecting first supporting idea in thesis]

Headers are useful for organizing your paper. Level 1 headers are used with broad or general topics in your paper. Depending on the topic, length, and genre of your assignment, you might use only Level 1 headers. Level 1 headers should be bolded and centered. The longer and more complex your argument is, the more you might benefit from using Level 2 and Level 3 headers. Level 2 headers should be bolded and aligned with the left margin. Level 3 headers should be bolded, italicized, and aligned with the left margin. Level 4 and Level 5 headers exist, but they should only be used in manuscripts with many topics and subtopics. If you choose to use headers in your paper, you should have at least two sections for each level of header. For more information on how to use headings in your paper, see the [APA Style website](#).

Level 1 Header

[Reflecting second supporting idea in thesis]

Body paragraphs should follow the [MEAL structure](#). This structure will help your ideas build on one another in order to support your thesis statement and to develop your argument over the course of your essay. Each body paragraph should consist of a claim, which also functions as the topic sentence or the main idea of a paragraph. The claim should then be followed by evidence. [Evidence](#) is typically source material that you either paraphrase or quote directly. Remember, APA style guidelines prefer [paraphrasing](#) to directly quoting a source. Evidence should provide support for your main idea in the form of examples, statistics, facts, anecdotes, etc. Next, your paragraph should include analysis. [Analysis](#) is your explanation of the preceding evidence and its significance. In other words, you should not let the evidence speak for itself. Through analysis, you can show the reader exactly how you interpret the evidence, how it supports your claim for the paragraph, and how it supports your thesis statement. Finally, each body paragraph should end with a sentence that functions as a conclusion for the paragraph. This sentence can rephrase the claim for the paragraph, tie back to the thesis statement, or [transition](#) to the idea you present in the next paragraph.

Level 1 Header

[Reflecting third supporting idea in thesis]

Whenever you use a source, it must be cited both in text and in the references. However, there is one exception: Personal communications that do not produce recoverable data and cannot be located by the reader should only be cited in text and do not need to be included on the References page. Examples of personal communications include emails, text messages, direct messages, personal interviews, telephone conversations, letters, etc. Both your [in-text citations](#) and [references](#) should follow APA style. In academic writing that follows APA style, it is important to paraphrase source material whenever possible, as opposed to quoting the source

directly. When paraphrasing source material, you can use page numbers to point the reader to a specific portion of the source, but this is optional. When paraphrasing, you should follow the paraphrased material with an in-text citation that contains the author's last name and the source's year of publication (Author, Year) or use a signal phrase to introduce the paraphrased material with the author and year (ex: "According to Eriksson (2015)..."). When quoting source material directly, a page number (p.) or page range (pp.) is always required. When your source does not have page numbers, you can use other information to point the reader to the part of the source where the quotation can be found. You can use information like paragraph numbers, section headings/names/numbers, slide numbers, and more, depending on what kind of source you are using and how the source is organized. When citing in text, parenthetical citations should appear as close to the source material as possible. The author's name should never be separate from the year of publication.

In-text citations point readers to the References page, which is a list of all the sources used in your assignment. When formatting the References page, start a new page. At the top of the new page, the word References should be bolded and centered. Alphabetize the references according to the first author's last name or by the name of the organization if there is no individual author for a text. All references should have a hanging indent: The first line of each reference should be aligned with the left margin, and subsequent lines should be indented. Finally, each reference should follow APA style, and the proper formatting will change depending on the type of source.

Conclusion

The last section or paragraph of your paper should be the [conclusion](#). If you are using headers in your paper, use a "Conclusion" heading. A conclusion should reiterate the major

points of your argument. To do this, think about developing your thesis by adding more detail or by retracing the steps of your argument. You can recap major sections for the reader. You can also summarize the primary supporting points or evidence you discussed in the paper. The conclusion should not introduce any new information in order to avoid confusing the reader. To end the paper, think about what you want your reader to do with all the information you just presented. Explain what logical next steps might be taken in order to learn more about this topic. Use the conclusion to establish the significance and importance of your work, motivate others to build on what you have done in this paper, and encourage the reader to explore new ideas or reach other conclusions.

References

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