

Many students struggle with the format of a short essay and so I will present here a sample of how this might be accomplished, even though I will not use the specifics of a particular assignment, I will provide a general framework that will be useful.

In the introductory paragraph, its purpose is to introduce the topic and the thesis statement. One of the most important things to remember when writing from other sources. Given that the average student does not know who writes the details; that is because a first paragraph should be an effective way to think of the introductory paragraph is that the second and subsequent paragraphs of a short essay are about the way to write an introductory paragraph and they include avoiding the use of dictionaries and to include transitions.

If you quote a sentence without using a colon or a comma it is fine to change the capitalization of the first word in the sentence to lower case.

If a comma or colon is used, leave the capitalization in. For instance if you had written this:

According to Clarke (2008), "By the...

I want to point out that in-text citations require the author and year to be next to each other in APA, ALWAYS.

Short essays should be written to an audience that does not have access to the materials being cited (Clarke, 2008). Clarke (2008) reminds us that "by the selection of which sources to include, the author demonstrates his or her comprehension of the issue, rather than just knowledge of fact" (para. 5). Content is important, but sometimes one starts writing down all the information and fails to note how long a paragraph has been generated. It is important to remember that a paragraph should consist of only 1 main idea. This is so important for the reader. Another important consideration is the use of transition sentences.

Transitions are the 'glue' of the short essay. The transition helps the reader understand the relationship between the ideas.

Note that when one quotes and there is no page number available (p. #) you count the number of paragraphs and use para. #.

Also, note where to place the period in this sentence as it differs from MLA.

Finally, after you have provided the conclusion, you should end well. There are many techniques for doing so (University of Richmond Writer's Web, n.d.) and each has advantages. No matter, how you end, remember the techniques discussed in this sample short essay as they will be of great help.

References ¹

Clarke, C. (2008). Anthropology tutorial: meeting the expectations. Retrieved from <http://writing2.richmond.edu/writing/wweb/conclude.html>

Note that the references are labeled as References and NOT as Works Cited (that is an MLA style). If only one author label as Reference.

Also note the authors are alphabetized by their last names. Note organizations can be authors.

When there are more than one author there are special notes to remember for citing in-text:

1. I will illustrate this with use of paraphrasing example for 2 authors.

Lewis and Clark (1803) stated that they had a good time on their trip. OR

The adventurers stated that they had a good time (Lewis & Clark, 1803).

2. If 3-5 authors, another point to note.

James, Jones, and Jonston (1990) suggest that... (use this the first time you use in-text).

After that do this: James, et al. (1990) state that

3. If 6+ authors, use Jerryman, et al. (2001) each and every time.

¹ In most papers the References page is a new page. For OL students only do not bother with this.