

## **Tips for Preparing a Good Essay/Report**

- The essay/report should contain a cover/title page, an introduction, a body, a conclusion, and a references page.
- The introduction should provide sufficient background on the topic and preview major points.
- All key elements of the assignment should be covered in a substantive way.
- Required word/page count should be met.
- The paper should be laid out with effective use of headings, font styles, and white space (Times New Roman, font size 12, black).
- Major points should be stated clearly; be supported by specific details, examples, or analysis; and be organized logically.
- The paper should develop a central theme or idea, directed toward the appropriate audience.
- The content should be comprehensive, accurate, and /or persuasive
- The paper should link theory to relevant examples of current experience and industry practice and use the vocabulary of the theory correctly.
- The conclusion should be logical, flow from the body of the paper, and review the major points.
- The paper, including the cover/title page, references page, tables, and appendices, should follow appropriate APA guidelines.
- Citations of original works within the body of the paper should follow appropriate APA guidelines.
  - All sources cited within the body of the paper must be listed on the references page, in alphabetical order.
  - All of the references listed on the references page must be cited within the body of the paper (e.g., at the end of the sentence where you obtained the information).
  - Direct quotes should be placed in quotation marks, and be followed by the source, year/n.d., and page/paragraph number; for example: (Leo, 2004, p. 14).
- Rules of grammar, usage, and punctuation should be followed. Spelling should be correct.