

Title of Paper

John Student

CJC1000 – Introduction to Corrections

July 1, 2011

Dr. or Prof. Your Teacher

Miami Dade College

Title of Paper

An essay should contain an introduction. An introduction explains what the discussion will be about; for example, “This paper will examine a, b, c...” A paragraph has a minimum of three sentences. Numbers nine and under are written out; numbers 10 and over are expressed in numerical form.

First Subject You Discuss

In regard to organization, an essay should have a *minimum* of three paragraphs: The introduction, the body, and a concluding paragraph. It should not be one long paragraph. A common grammatical issue with students’ essays is run-on sentences. Run-on sentences are compound sentences that are not punctuated correctly, or two independent clauses that are joined together with no connecting word or punctuation to separate the clauses. Proofread your paper to ensure proper punctuation (periods, commas, semicolons, etc.) was used.

Second Subject You Discuss

When you change subjects, start a new paragraph. The essay should be easy to read and well organized. Each paragraph should contain only one developed idea. A paragraph often begins with a *topic sentence*, which sets the tone of the paragraph; the rest amplifies, clarifies, or explores the topic sentence. When you change topics, start a new paragraph.

Conclusion

An essay should contain a conclusion. The concluding paragraph should wrap up your essay, and recapitulate what you said in your introduction. It should contain a definite, positive statement or call to action. (It should not introduce new information.)

References

Academic research guidelines. (n.d.). Retrieved from

<http://www.gavilan.edu/library/english/academicres.html>

Carlan, P. E., Nored, L. S., & Downey, R. A. (2011). *An introduction to criminal law*. Sudbury, MA: Jones and Bartlett.

Crime. (2010). In *Merriam-Webster Online Dictionary*. Retrieved from [http://www.merriam-](http://www.merriam-webster.com/dictionary/crime)

[webster.com/dictionary/crime](http://www.merriam-webster.com/dictionary/crime)Schmallegger, F. & Ortiz Smykla, J. (2011). *Corrections in the 21st century* (5th ed.). New York. NY: McGraw Hill.

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[Note: References go in order of the last name of the author or the title of the article (if the author is unknown.)]