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The Purdue OWL: Sample Outlines

Alphanumeric Outline

THE COLLEGE APPLICATION PROCESS

I. CHOOSE DESIRED COLLEGES

- A. Visit and evaluate college campuses
- B. Visit and evaluate college websites
 1. Look for interesting classes
 2. Note important statistics

II. PREPARE APPLICATION

- A. Write personal statement
 1. Choose interesting topic
 - a. Describe an influential person in your life
 - (1) Favorite high school teacher
 - (2) Grandparent
 - b. Describe a challenging life event
 2. Include important personal details
 - a. Volunteer work

EN 311 – Advanced Composition
E. Wall
Spring 2008



WRITING THE COVER LETTER

Lecture 9: Week 14

This Week's Lecture Topics:

1. What is the cover letter?
2. What should and should not be included?
3. Structure & Format of the cover letter

Before reading this week's lecture you may want to review the portfolio guidelines online:

<http://www.uas.alaska.edu/humanities/assessment/BLA-BA-upper-div-assess.html>

1. WHAT IS THE COVER LETTER?

- The cover letter is a short essay you include with your portfolio essays. It is an introduction to the work you're submitting and to you as a writer. The cover letter has two intended purposes:
 - o It allows you to explain the assignments. You can explain the type of essay, talk about the writing issues we discussed, etc. and generally familiarize your audience with the essay. This gives them a basis for evaluation. Did you meet the criteria of the assignment?
 - o It shows you to be an analytical thinker and evaluator of your own work. The committee loves to see that you understand what you're doing and why. It gives you a chance to analyze your writing choices and defend them to the committee.
- The cover letter is short—2-3 pages. Remember it's the first thing your committee reads, so they will form an immediate impression of you and your writing based on this letter.

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- A. Write personal statement
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 - (1) Favorite high school teacher
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 - b. Describe a challenging life event
 - 2. Include important personal details
 - a. Volunteer work
 - b. Participation in varsity sports
- B. Revise personal statement

III. COMPILE RÉSUMÉ

- A. List relevant coursework
- B. List work experience
- C. List volunteer experience
 - 1. Tutor at foreign language summer camp
 - 2. Counselor for suicide prevention hotline

Effective Constructivist Pedagogy in Instructional Design for Diverse Workplace Environments

Dawn C. Reeder
Resanne A. Kenison
Ron J. Owens

Graphic Design Institute

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page. Is it the best but explanatory title? Is the table mentioned in the text? While the APA manual does not specify a source or a set of sources for explanatory writing, it recommends some sources that are widely available. Your summary page should be more than 250 words. APA recommends that your title be focused and succinct and that you should not contain abbreviations or words that do not have any own. The visual material, such as tables and figures, can be used in a rigid and efficient way to present a large amount of information to an audience, but the images must be used to help communication, not use space or space disguise marginally significant results of a complicated statistic screen. In order for quantitative data to be presented clearly and efficiently, it must be organized logically, p. The data to be compared must be presented next to each other (before/after, young/old man, man/woman, etc.), and the statistical information (stockings, deviations are, n values) must be presented in separate parts of the table. The conventional format for an ANOVA table is to list the source in the STUB column, then the degrees of Libertad (DF) and the F. Relations number all the tables sequentially as it refers to them in the text (Table 1, Table 2 , etc.), also for figures (Figure 1, Figure 2, etc.). Do trust intervals for all main points estimates report? If you need to distinguish between two tails tests and one ed ed senoiacilpxre renoP .aloc anu ed P ed serolav arap /sagad omoc/ ovitanretra ololbmÁs nu y saloc sod ed P ed serolav arap socsietsa esu ,albat amsim al ne Symbols, etc. Your summary page should already include the page header (described above). Note: This page reflects the latest version of the APA Publishing Manual (i.e., APA 7), which was launched in October 2019. B A participant in this group was diagnosed with schizophrenia during the survey. Are all comparable tables presented consistently? Numbers. For a professional document, this includes your paper title and page number. Its summary must be a single paragraph, of double space. Is the whole table in one space (including title, headers and notes)? Any authors who do not have an Orcid ID should be omitted here. Tables from other sources if they use tables from a source, copy the structure of the original exactly and quote the source according to the APA style. The equivalent APA 7 page can be found here. Specific types of tables Analysis of variance tables (ANOVA). Ask yourself this question first: is the table or figure necessary? All columns should have headers, including the Stub column (see example structure), which usually lists the main independent variables. For a student document, this only includes the page number. The first footnote of each table should be the superscript a. (Last edited date). The third paragraph should include any disclosure or recognition, such as the study record, open practices and data exchange, disclosure of related reports and conflict of interest, and recognition of financial support and other assistance. Use the example at the bottom of this page to quote Purdue Owl in APA. However, the selected pages still include this information. The conventional regression analysis report follows two formats. When appropriate, you can use the title to explain abbreviationParayhesis. To create a header/head heading in execution, insert the pages numerals rise to the right. The second passion must show any change in the affiliation or any death of authors. Tables (Taken from the Publication Manual of the American Psychological Association, 6th ed., Section 5.19) Is the table necessary? The running head is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation. Body. It will remain online until 2021, but will not be updated. The title page should contain the title of the paper, the author's name, and the institutional affiliation. Probability notes provide the reader with the results of the tests for statistical significance. In the absence of contributor/edit date information, treat the page as a source with a group author and use the abbreviation "n.d." for "no date": Purdue Online Writing Lab.Á Á(n.d.)Á ÁTitle of resource.Á ÁPurdue Online Writing Lab. All text on the title page, and throughout your paper, should be double-spaced. Note: For more information about services for the Purdue University community, including one-to-one consultations, ESL conversation groups and workshops, please visit the Writing Lab site. Specify the type of analysis, either hierarchical or simultaneous, and provide the increments of change if you used hierarchical regression. General notes explain, qualify or provide information about the table as a whole. These include sans serif fonts such as 11-point Calibri, 11-point Arial, and 10-point Lucida Sans Unicode as well as serif fonts such as 12-point Times New Roman, 11-point Georgia, 10-point Computer Modern. The generic APA citation for OWL pages, which includes author/edit date information, is this: Contributors' names. This should be divided up into several paragraphs, with any paragraphs that are not relevant omitted. If you are unsure whether or not your work requires an abstract, consult your instructor for further guidance. Table Structure The following image illustrates the basic structure of tables. ¿ I'm gonna go ¿ I mean, I don't know. in the same article, Foster Children (FC) Headings, address for OWL resource Summary: APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. Never change the unit of measurement or the number of decimal places in the same column. Consistently use the same number of asterisks for a given alpha level throughout your paper. Beginning with the next line, write a concise summary of the key points of your research. In other words, a professional paper's title page will include the title of the paper flush left in all capitals and the page number flush right, while a student paper will only contain the page number flush right. For example, it is better to present simple descriptive statistics in the text, not in a table. Are the notes organized according to the convention of general, specific, probability? The heading should not be much wider than the widest entry in the column. Do not use titles (Dr.) or degrees (PhD), Organization, Consistency, and Coherence. If the study is purely theoretical, list only the standardized coefficients (beta). Note again that page headers/page numbers (described above for professional and student papers) also appear at the top of the title page. The racial categories used by the US Census (African-American, Asian American, Latinos/-as, Native-American, and Pacific Islander) have been collapsed into the category cÁÁAnon-White.cÁÁÁ E = excludes respondents who self-identified as cÁÁÁWhitecÁÁÁ and at least one other cÁÁÁnon-WhitecÁÁÁ race. More complex data is better presented in tabular format. Likewise, formats, titles, and headings must be consistent. address for OWL resource Purdue Online Writing Lab.Á Á(n.d.)Á ÁGeneral Writing FAQs. Purdue Online Writing Lab. Give the between-subject variables and error first, then within-subject and any error. Use of standard abbreviations can aid in achieving that goal. Provide a Please note the table to explain what these values mean (see example). Pagina of Professional Tyulus of Tyulus of Paper Apa for a professional article in the APA style 7. Example: Comparison of the medium income of the adopted children (AC) v. He acknowledges that many sources options are legally, and advises writers to consult with their editors, instructors or institutions to obtain orientation in cases of uncertainty. Each table and figure must be intelligible without reference to the text, so that it will be able to include an explanation of each abbreviation (except the statistical symbols and the abbreviations). They are all abbreviations. Special use of italics, paragraphs and scripts; And special symbols explained? A professional document must also include the author's note. RECOGNITION. Use asterisks to identify statically significant relationships and provide a probability note. All of them must be placed under the table in that order. Because the tables and figures complement the text, see the text to all tables and figures used and explain what the reader should look for when using the table or the figure. Keep clear and brief headers. 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If possible, use canonical forms (such as ANOVA, regression, or correlation) to communicate your data effectively. To indicate specific notes, use superscript lowercase letters (e.g. a, b, c), and order the superscripts from left to right, top to bottom. Such notes are required only when relevant to the data in the table. To do this, indent as you would if you were starting a new paragraph, type Keywords: (italicized), and then list your keywords. Do not use suffix letters (e.g. Table 3a, 3b, 3c); instead, combine the related tables. Your title may take up one or two lines. Integrity and independence. How to Cite the Purdue OWL in APA Individual Resources The page template for the new OWL site does not include contributors' names or the page's last edited date. You may also include possible implications of your research and future work you see connected with your findings. Are all probability level values correctly identified, and are asterisks attached to the appropriate table entries? Do not repeat the same data in different tables. Beneath the title, type the author's name: first name, middle initial(s), and last name. Is a probability level assigned the same number of asterisks in all the tables in the same document? Does it belong in the print and electronic versions of the article, or can it go in an online supplemental file? In reporting the data, consistency is key: Numerals should be expressed to a consistent number of decimal places that is determined by the precision of measurement. If the study is purely applied, list only the raw or unstandardized coefficients (B). Notes in Tables There are three types of notes for tables: general, specific, and probability notes. Specific notes explain, or provide information on a particular column, row or individual entry. The equivalent resource for the older APA 6 style can be found here. FUENT The seventh edition of the APA Publishing Manual requires the chosen source to be accessible (i.e. readable) to all readers and to be used consistently throughout the document. Focus only on the important point that the reader should extract from them and leave the reader's details to examine on his own. You can also see our APA Vidcast series on Purdue Owl YouTube channel. A student document should not include a note by the author. Summaries are common in the articles of academic journals and are not typically required for students' papacs unless an instructor advises. Example: A N = 823. The fourth paragraph should include contact information for the corresponding author. Tables or figures and text ratio. Most of the text-processing software available today will allow you to create your own tables and figures, and even the most basic word processors allow the embedding of images, which will allow you to include tables and figures in almost any document. 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