

INSTRUCTIONS FOR WRITING YOUR ESSAY

- 1. Topic:** Applicants may choose the topic of their essay. However, the competition is based on the honor system and “NO PLAGIARISM” is allowed. You must do your own work.
- 2. Length:** The length of the essay will be a minimum of 500-600 words. The length may be extended as needed to ensure the essay is properly constructed.
- 3. Cover Sheet:** The cover sheet will include your essay title followed by your name, contact information (address/phone) and essay submission date.
- 4. Print Style and Font:** You will use block lettering such as Times New Roman with a 12 pitch font.
- 5. Format:** Your essay will be prepared in paragraph format with double spaces between each line of text and triple spaces between each paragraph. Each paragraph will contain no less than four sentences and no more than twelve to fifteen sentences. The beginning of each paragraph may be indented or flush left. Whichever format you choose, it must be consistent throughout the essay. Each page should be numbered and centered at the bottom. Cover page should not be numbered.
- 6. Introduction:** Your essay must open with a topic sentence that briefly identifies the main point or points of your paper and smoothly transitions into the body of the text.
- 7. Main Body:** The main body of your text will expand on the points you identified in your introduction. It should be arranged in an orderly fashion so that the reader can clearly understand what you are attempting to convey, and can follow the essay from the opening statement to the conclusion.
- 8. Conclusion:** The words “In conclusion” does not have to be present however, if you choose not to use it, you must ensure that you transition from the main body to the conclusion of your essay in a way that alerts the reader you are concluding your essay/of the conclusion. You want to avoid abrupt endings.
- 9. References:** You do not have to include footnotes or endnotes however you do have to provide a reference page as the final page of your essay.
- 10. Edit:** Ensure that you edit your paper for misspelled words, subject / verb agreement, and proper punctuation. Your paper will be judged for grammar and spelling. Also, pronouns must agree in gender (i.e., masculine, feminine, or neuter). Use *who* for humans, and use *that* or *which* for animals and objects. Use neuter pronouns to refer to animals unless you know its name and gender. For example:
 - The dog was tested unrestrained in an open area, which was *its* usual context for training and testing. (Gender and name unknown).
 - Sheba was tested unrestrained in an open area, which was her usual context for training and testing. (Gender and name known).

EXAMPLE OF AN ESSAY COVER SHEET

TITLE OF ESSAY

By

Name

Address
Phone

Date

EXAMPLE OF A REFERENCE PAGE

Sample APA reference entries are listed below. Either the MLA or APA format is acceptable.

Example of information gathered from book:

Meyers, R. J. (2004). *Business communication for managers: An advance approach*. (5th ed.).
Mason, Ohio: South-Western.

Example of information gathered from journal:

Sommers, D. W. (2000). I'm not a hero: I was just doing my job. *NCOA Journal*, 5(2), 22.

Example of information retrieved from a page within a web site:

Sea Turtle Restoration Project. (2006). *Global sea turtle population declines*. Retrieved June 12, 2006,
from <http://www.seaturtles.org>.