Rank Name

Non-commissioned Officers Academy

Course Name

Course #

Abstract

Your abstract should be one paragraph and should not exceed 250 words. The abstract paragraph is not indented. It is a summary of the most important elements of your paper. Type all numbers in the abstract, except numbers beginning a sentence, as digits rather than words. To count the number of words in this paragraph, select the paragraph, and on the Tools menu click Word Count. Abstract should include four main types of information

• It should state the main objective and rationale of your project.

• It should outline the methods you used to accomplish your objectives.

• It should list your project’s results or product (or projected or intended results or product, if your project is not yet complete).

• It should draw conclusions about the implications of your project.

Title of Paper

Begin your paper with the introduction. Active voice rather than passive voice should be used in your in your writing. Standard essay has three points with five paragraphs. One is the opening statement, the next three are supporting points, and the final paragraph is a closing and summarization of the essay. Utilize transitional sentences for better flow.

The opening paragraph introduces the idea or premise in a few sentences. It should also state how the several statements support the main point. Make sure the supporting paragraphs are more than four to five sentences to reflect strength and well thought out ideas. Supporting paragraphs are the core of the essay. Each one should give a different reason for why supposition or premise is correct. The closing paragraph should summarize the essay’s main points by re-stating the introduction.

The template is formatted according to APA style guidelines, with one inch top, bottom, left and right margins; Times New Roman font in 12-point; double spaced; aligned flush left; and paragraphs indented one-half inch (TAB). The page number appears one inch from the right edge on the first line of each page (as a page header).

Headings

Use headings and subheadings to organize the sections of your paper. The first heading level is formatted with initial capital letters and is centered on the page. Do not start a new page for each heading.

*Subheading*

Subheadings are formatted with italics and aligned flush left. But I must explain to you how all this mistaken idea of denouncing pleasure and praising pain was born and I will give you a complete account of the system, and expound the actual teachings of the great explorer of the truth, the master-builder of human happiness. No one rejects, dislikes, or avoids pleasure itself, because it is pleasure, but because those who do not know how to pursue pleasure rationally encounter consequences that are extremely painful. Nor again is there anyone who loves or pursues or desires to obtain pain of itself, because it is pain, but because occasionally circumstances occur in which toil and pain can procure him some great pleasure. To take a trivial example, which of us ever undertakes laborious physical exercise, except to obtain some advantage from it? But who has any right to find fault with a man who chooses to enjoy a pleasure that has no annoying consequences, or one who avoids a pain that produces no resultant pleasure?

But I must explain to you how all this mistaken idea of denouncing pleasure and praising pain was born and I will give you a complete account of the system, and expound the actual teachings of the great explorer of the truth, the master-builder of human happiness. No one rejects, dislikes, or avoids pleasure itself, because it is pleasure, but because those who do not know how to pursue pleasure rationally encounter consequences that are extremely painful. Nor again is there anyone who loves or pursues or desires to obtain pain of itself, because it is pain, but because occasionally circumstances occur in which toil and pain can procure him some great pleasure. To take a trivial example, which of us ever undertakes laborious physical exercise, except to obtain some advantage from it? But who has any right to find fault with a man who chooses to enjoy a pleasure that has no annoying consequences, or one who avoids a pain that produces no resultant pleasure?

Citations

Document source material in the body of the paper by citing the authors and dates of the sources. The purpose of in-text citations is to identify the source in the Reference list so a reader can obtain the original source if desired. All in-text citations should have matching entries in the reference list (and ALL entries in the reference list should have matching citations in the body of the paper). The full source citations appears in the list of references that follows the body of the paper. When the author’s names are part of the formal structure of the sentences, the year of publication appears in parenthesis following the identification of the authors. For example, Smith (2001). When the authors of the source are not part of the formal structure of the sentence, both the authors and years of publications appear in parentheses, separated by semicolon. For example, (Smith and Jones, 2001; Anderson, Charles, & Johnson, 2003). When a source has three, four or five authors, all authors are included the first time the source is cited. When citing that source again, the first author’s surname and “et al.” are used. See the example in the following paragraph.

Use of this standard APA style “will result in a favorable impression of your instructor” (Smith, 2001). This was affirmed again in 2003 by Professor Anderson (Anderson, Charles & Johnson, 2003).

When a source has two authors cited, cite both authors every time. If there are, six or more authors cited use the first authors surname and “et al.” the first and each subsequent time it is cited. When a direct quotation is used, always include the author, year, and page number as part of the citation. Enclose a quotation of fewer than 40 word in double quotation marks and incorporate into the formal structure of the sentence. Block indent from the left margin quotations more than 40 words (without quotation marks).

Conclusion

The conclusion allows you to state final issues raised in your paper, to synthesize your thoughts, to demonstrate the importance of your ideas and to propel your reader to a new view of the subject. It is also your opportunity to make a good final impression and to end on a positive note. Here are a few examples things to do and not to do in the conclusion.

DO

• Return to the theme or themes in the introduction. This strategy brings the reader full circle. For example, if you begin by describing a scenario, you can end with the same scenario as proof that your essay is helpful in creating a new understanding. You may also refer to the introductory paragraph by using key words or parallel concepts and images that you used in the introduction.

• Synthesize, do not summarize. Include a brief summary of the paper’s main points, but do not simply repeat things that were in your paper. Show your reader how the points you made provide support and fit together in the conclusion of your essay.

• Include a proactive insight or quotation from the research or reading you conducted for your paper.

• Propose a course of action, a solution to an issue, or questions for further study. This can redirect your readers thought process and help him or her to apply your info and ideas to their own life or to see broader implications.

DO NOT

• Begin with unnecessary, overused phrases such as “in conclusion”, “in summary”, or “in closing”. Although these phrases can work in speeches, they come across as wooden and trite in writing.

• Introduce a new idea or sub-topic in your conclusion.

• End with a rephrased thesis statement without any substantive changes.

• Make sentimental or emotional appeals that are out of character with the rest of an analytical paper.

• Include evidence (quotations, statistics, etc.) that should be in the body of the paper.

References

Anderson, Charles & Johnson (2003). The impressive psychology paper. Chicago: Lucerne Publishing.

Smith, M. (2001). Writing a successful paper. The Trey Research Monthly, 53, 149-150.

U.S. Department of the Army. Preparing and Managing Correspondence. Army Regulation 25-50. Washington, D.C.: U.S. Department of the Army, May 17, 2013.

Entries are organized alphabetically by surnames of first authors and are formatted with a hanging indention. Most reference entries have three components:

• Authors: Authors are listed in the same order as specified in the source, using surnames and initials. Commas separate all authors. When there are seven or more authors, list the first six and then use “et al.” for remaining authors. If no author is identified, the title of the document begins the reference.

• Year of Publication: In parentheses following authors, with a period following the closing parenthesis. If no publication date is identified, use “n.d.” in parentheses following the authors.

• Source References: Includes title, journal, volume, pages (for journal article) or title, city of publication, publisher (for book).

to influence, is to change someone's behavior. making an impact in a situation.

being transparent and intentional.

how did I influence others in forcecom

how did I influence others in usarec

randall - usuhs vs hpsp, big army vs. unit mission

marcom - admin, collaborative, unit s1, bn s1

sometimes it doesn't work

park - usuhs vs hpsp decline

yamanishi - meps codes, influence via collaboration

cal north consultation

1. rational/logical persuasion

2. Inspirational appeal

3. consultation

4. collaboration

http://www.quickbase.com/blog/becoming-a-better-influencer-4-most-effective-influence-tactics-part-i

2011, Eva Rykrsmith