BGB Proposal: Child Hunger in DISD

Student Name(s)

ACCT 3310.007, Business Communication

Professor Joan Smith

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Figure 1
Writing in APA Style
(American Psychological Association, 2017)

This format example is based on BCOM Proposal assignment and includes only a few samples of the necessary sections that the assignment requires.
Your introduction or first paragraph begins on page 2. For a paragraph form paper, paragraphs must have a minimum of three sentences, and each new topic or idea should begin a new paragraph. Do not add an “Introduction” section heading unless your professor requires it.

Your reader knows it’s your introduction because it is your first paragraph.

Child Hunger in Texas

Child Hunger in Dallas Independent School District (DISD)
CHILD HUNGER IN DISD

Supplemental assistance programs for DISD.
Like section headings, bulleted lists make the information easier and quicker to read and understand. Introduce a bulleted list with a sentence. A bulleted list should:

- Begin with a stem or introductory sentence,
- Contain one blank line before and one blank line after the list,
- Begin with the bullet two spaces to the right of the left margin,
- Begin the text two spaces from the bullet,
- Practice consistency in capitalization,
- Incorporate standard bullets,
- Contain at least three bullets,
- Be short phrases or short sentences,
- Be no longer than 1 ½ lines,
- Maintain parallel structure,
- Include all bullets on the same page, and
- Use the same logic for punctuation as in a sentence.

Some exceptions may be allowable for business documents because the punctuation begins to look cluttered.
Fall Festival Event

Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text. Text text text text text text text text text. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text. In APA figures and tables must follow certain formatting and labeling rules. If it’s not a table, it’s a figure, so pie charts and graphs are considered figures. Figures are labeled above the title, Figure 1, 2, 3, etc., and tables are labeled Table 1, 2, 3, etc. consecutively. Tables and figures may be in the appendixes after the reference list, but in most documents, will be in the text of the paper, introduced with a sentence, and inserted immediately after the introductory sentence. For example: In addition to the operating costs, salaries for the full-time Soup Kitchen professionals will comprise the final budget portion, as itemized in Table 2.

Table 2

<table>
<thead>
<tr>
<th>Job Position</th>
<th>Estimated Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operation Manager</td>
<td>$100,000</td>
</tr>
<tr>
<td>Head Chef</td>
<td>$45,000</td>
</tr>
<tr>
<td>Dietitian</td>
<td>$70,000</td>
</tr>
<tr>
<td><strong>Total Annual Salary Cost</strong></td>
<td><strong>$215,000</strong></td>
</tr>
<tr>
<td>Operating Cost</td>
<td>$1,110,000</td>
</tr>
<tr>
<td><strong>Total Yearly Cost</strong></td>
<td><strong>$1,325,000</strong></td>
</tr>
</tbody>
</table>

Note: Salaries estimated from: (United States Department of Labor, 2014)

Note that for tables and figures, a sans serif font, like Calibri, may be used.
Do not use “Conclusions” as a section heading unless your professor requires that title. Like the introduction, the reader knows it’s your conclusion because it’s your last paragraph, so a section called “Conclusions” states the obvious.
References


Basic Elements of an APA Reference

Author or Source. (Date of Publication). Title of article or work. Publication Information.

Retrieval Information

For APA information on citing, referencing, and paraphrasing, see the BCC handout, “APA & FASB Citations Handout.”