

Summary Title

Student Name

Course/Number

Due Date

Faculty Name

APA standards do not provide guidance for a summary. This sample is meant to provide basic guidelines for writing a summary with certain APA-formatting standards incorporated for consistency with other assignments.

A summary you submit for a class assignment can include an APA cover page as well as a reference page if sources are used. Refer to your assignment instructions if you are unsure of formatting requirements for your assignment.

## Summary Title

A summary is a brief synopsis of a report, an article, a discussion, or a business proposal. The purpose of a summary is to recap the important parts of the source material for an audience that does not have the time to read the full report or participate in the full discussion. Often a large proposal or report will begin with what is known as an executive summary. In your courses, you may be asked to write and submit various types of summaries. Using the information provided in your assignment instructions and the guidelines in this sample will ensure you have an effective and well-formatted summary.

To prepare for your summary, consider the following questions. What is the main idea of the original material? What are the major points that support the main idea? How do the points relate to the main idea? These questions will prepare you to think critically about the subject of the original work so that you can capture the important aspects of it in your summary.

The tone of a summary should remain objective. The writer does not typically pass judgment on the original work or make recommendations on its behalf within a summary. To maintain this objective stance, write in third-person point of view.

Tone matters. – The tone of your summary should convey professionalism, clarity, and brevity.

Avoid introducing new content in your summary. If it is not in the original work, it should not be in the summary.

The content of your summary will include the purpose, scope, and conclusions of the original work. A summary is not merely a restating of the original content, but an analysis of that content. Consider these questions when analyzing the original text or conversation. What assumptions are present in the original? What types of evidence are offered in support of the main idea? The length of your summary will be determined by your assignment parameters. Keep this in mind when planning the content for your summary.

## References

The reference page always begins on the top of the next page after the conclusion. Eliminate this section if your summary does not use references.