**Format for 500-word summary**

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| **Heading Segment** | TO:  FROM:  DATE:  SUBJECT: 500-word summary of “TITLE OF ARTICLE” |
| **Double space** | |
| **Bibliographic Information** | Last name, first name (year). Title of article, *Journal volume(issue)*, pages. URL |
| **Double space** | |
| **Executive Summary/Abstract** | * 4-5 sentences * Give main point of article * Briefly describe the supporting points |
| **Double space** | |
| **Summary** | * ~350-400 words * Background of issue * Detailed description of argument/main point * Elaboration of evidence/discussion |