

ITC 100: The M.E.A.L. Plan and Citation Information

The MEAL Plan

- Audience of academic writing: an interested, but ignorant audience. DO NOT assume that the reader has read what you're writing about. Yes, even when you're writing it for me, who assigned it to you.
- The MEAL plan is a paragraphing model—MEAL is an acronym for the elements that should appear in every paragraph of your essays (see the attached handout for more information on the MEAL plan and an example paragraph)
 - M = main point (topic sentence, which is usually the first sentence of the paragraph and which announces what the paragraph is “about”)
 - E = evidence/examples (what you're using to support your main point, and, ultimately, your thesis; these may include direct quotations/paraphrases/summaries from outside sources, personal experience or anecdotes, or hypothetical examples)
 - A = analysis (your explanation of the evidence/examples and why they're significant; sometimes this is simply an act of “translation” or paraphrase of a quotation, but often it more directly connects to your main point, and, ultimately, to your thesis—just never let examples or quotations speak for themselves)
 - L = link (also sometimes serving as a “lead-out,” a connection back to your main point and/or to your thesis, usually towards the end of a paragraph, and usually helping to transition smoothly into the main point of the next MEAL plan paragraph)
- Just because there are four main elements doesn't mean your paragraph will always have only four sentences—or as many as four sentences.
 - Sometimes evidence and analysis appear together in one sentence.
 - Sometimes you might offer multiple sentences of evidence—or evidence and analysis in multiple sentences.

Citation: Why? How? When?

- APA or MLA Citations-American Psychological Association or Modern Language Association Citations
- You cite not only by either quoting material or summarizing it, but also by including a parenthetical citation (in APA or MLA). **Any time** that you reference, either in summary or quotation, something that is not common knowledge, you should be citing it.
 - In this class, this is **particularly true** with anything you've read, viewed, or listened to for class.
- I **don't** expect you to memorize these citation styles
- I **do** expect you to know where to go to figure out where to format this.
 - Blackboard→Assignments→Research and Assignment Resources→Purdue OWL APA Guide OR Purdue OWL MLA Guide
 - Totally OK to ask for clarification on Slack
- What you should have for every assignment
 - Reading Journals: Bibliography entry for each entry, in-text citations for any quotations
 - Report on Intercultural Practices: See assignment details.

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