

The Basic Outline of a Paper

The following outline shows a basic format for most academic papers. No matter what length the paper needs to be, it should still follow the format of having an introduction, body, and conclusion. Read over what typically goes in each section of the paper. Use the back of this handout to outline information for your specific paper.

I. Introduction

The introduction should have **some** of the following elements, depending on the type of paper:

- Start with an attention grabber: a short story, example, statistic, or historical context that introduces the paper topic
- Give an overview of any issues involved with the subject
- Define of any key terminology need to understand the topic
- Quote or paraphrase sources revealing the controversial nature of the subject (argumentative papers only)
- Highlight background information on the topic needed to understand the direction of the paper
- Write an antithesis paragraph, presenting the primary opposing views (argumentative paper only)

The introduction must end with a **THESIS** statement (a 1 to 2 sentences in length):

- Tell what the overall paper will focus on
- Briefly outline the main points in the paper

II. Body

- Clearly present the main points of the paper as listed in the thesis
- Give strong examples, details, and explanations to support each main points
- If an argumentative paper, address any counterarguments and refute those arguments
- If a research paper, use strong evidence from sources—paraphrases, summaries, and quotations that support the main points

III. Conclusion

- Restate your thesis from the introduction in different words
- Briefly summarize each main point found in the body of the paper (avoid going over 2 sentences for each point)
- Give a statement of the consequences of not embracing the position (argumentative paper only)
- End with a strong clincher statement: an appropriate, meaningful final sentence that ties the whole point of the paper together (may refer back to the attention grabber)

Additional Tips

- ✓ Decide on the thesis and main points first
- ✓ You do not need to start writing your paper with the introduction
- ✓ Try writing the thesis and body first; then go back and figure out how to best introduce the body and conclude the paper
- ✓ Use transitions between main points and between examples within the main points
- ✓ Always keep your thesis in the forefront of your mind while writing; everything in your paper must point back to the thesis
- ✓ Use the back of this handout to make an outline of your paper

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Table of Contents Formal Layout For Research Papers

1. Understanding the eBook Formal Layout For Research Papers
 - The Rise of Digital Reading Formal Layout For Research Papers
 - Advantages of eBooks Over Traditional Books
2. Identifying Formal Layout For Research Papers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Formal Layout For Research Papers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Formal Layout For Research Papers
 - Personalized Recommendations
 - Formal Layout For Research Papers User Reviews and Ratings
 - Formal Layout For Research Papers and Bestseller Lists
5. Accessing Formal Layout For Research Papers Free and Paid eBooks

- Formal Layout For Research Papers Public Domain eBooks
- Formal Layout For Research Papers eBook Subscription Services
- Formal Layout For Research Papers Budget-Friendly Options
- 6. Navigating Formal Layout For Research Papers eBook Formats
 - ePub, PDF, MOBI, and More
 - Formal Layout For Research Papers Compatibility with Devices
 - Formal Layout For Research Papers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Formal Layout For Research Papers
 - Highlighting and Note-Taking Formal Layout For Research Papers
 - Interactive Elements Formal Layout For Research Papers
- 8. Staying Engaged with Formal Layout For Research Papers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Formal Layout For Research Papers
- 9. Balancing eBooks and Physical Books Formal Layout For Research Papers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Formal Layout For Research Papers
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Formal Layout For Research Papers
 - Setting Reading Goals Formal Layout For Research Papers
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Formal Layout For Research Papers
 - Fact-Checking eBook Content of Formal Layout For Research Papers
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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