

## 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

## Example Formal Research Paper

**Agnes Wilson Mitchell, Frances L. Van  
Schaick, Jennie Mohr, Louise  
Moore, Mary Elizabeth Pidgeon, Mary H.  
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Frost Kerschbaum, United States.**

**Women's Bureau**

## **Example Formal Research Paper:**

**The Final Report: Appendix 9, Research papers (misc.)** Joint Commission on Prescription Drug Use, 1980      **A Guide to Writing Sociology Papers** Roseann Giarrusso, University of California, Los Angeles. Sociology Writing Group, 2001-02-15 Ideal for instructors and students in a wide range of sociological courses this guide makes the case that thinking and writing are integrally related and that writing therefore exercises the sociological imagination Written in a clear and conversational style A Guide to Writing Sociology Papers examines a wide range of writing assignments for sociology courses at all levels of the curriculum Employing a variety of writing samples as a means to illustrate effective writing this brief and inexpensive text teaches students how to deftly research and write about sociology      An EasyGuide to APA Style Beth M. Schwartz, 2016-02-25 Written by experienced psychology instructors Beth M Schwartz R Eric Landrum and Regan A R Gurung all active and respected members of the American Psychological Association APA Society for the Teaching of Psychology the updated Third Edition of An EasyGuide to APA Style provides a reader friendly guide for mastering APA style and covers all sections of an APA style paper Clear conversational and humorous the book presents easy to understand explanations of how to write research papers term papers and lab reports and cite references following APA style and format The authors focus on the most essential elements of APA style and format offering useful advice tips and visual representations      *Writing Research Papers* James D. Lester (Sr.), 1990      A Guide to Writing for Human Service Professionals Morley D. Glicken, 2017-08-01 Straightforward and concise the second edition of A Guide to Writing for Human Service Professionals offers students and professionals practical tools to improve their writing In his animated and highly accessible teaching voice Glicken presents the rules of punctuation grammar and APA style in jargon free language that is easy to understand Chapters include detailed real world examples on how to write academic papers client assessments and evaluations business letters research proposals and reports papers for mass audiences requests for funding and much more Glicken provides the most comprehensive writing guide available in an engaging and digestible format including end of chapter exercises that allow readers to further practice their writing and critical thinking skills A Guide to Writing for Human Service Professionals is an invaluable resource for current and future human service professionals across social work psychology and counseling Updates to the Second Edition include New writing exercises in every chapter to help current and future human service professionals improve critical thinking and expository writing skills New discussion on social media writing cyberslang and writing articles for the mass media on issues related to the human services A greater emphasis on the difference between politically correct writing and writing that shows sensitivity to diversity Expanded coverage of critical thinking and writing conducting research and plagiarism New examples of resume writing business letters and reference letters Expanded discussion of the importance of writing clear mission statements and agency goals      **Research Design for the Behavioral Sciences** Stephen V. Flynn, 2021-02-17 I wholeheartedly invite counselor trainees and counselors into

this journey of growing the research component of their professional identity Flynn and his colleagues prepare counselor trainees and counselors for this journey well and guide them carefully toward researcher competency In an approachable and developmentally appropriate manner they highlight for the profession the value of research and how it can be conducted Danica G Hays PhD American Counseling Fellow Professor and Executive Associate Dean University of Nevada Las Vegas Research Design for the Behavioral Sciences fills an important gap for the helping professions by offering a blueprint for advanced concepts and an applied approach to understanding quantitative qualitative and mixed methods research design This graduate level text seamlessly weaves together the philosophy science and practical application of the most common methodological frameworks in practice Advanced research design concepts are presented through clear and in depth blueprints applied case studies myriad examples and helpful learning activities Written in detailed yet accessible language this text describes the foundations of behavioral science research The authors explore research based philosophical integration along with the technical application of every tradition Through this philosophical and pragmatic approach students will be able to attain a well rounded and comprehensive understanding of behavioral science research This text provides students with the opportunity to reach a greater level of research efficacy though the inclusion of methodological procedures data analysis methods reliability validity standards ethics and directions on how to increase the rigor of each approach to research Instructor resources include an instructor s manual learning activities test bank and PowerPoints Purchase includes digital access for use on most mobile devices and computers Key Features Provides clear detailed and contextually accurate examples of writing quantitative qualitative and mixed methods procedures Reviews the paradigmatic hierarchy of each research tradition along with key analytic features in detail Delivers instructions for enhancing the methodological rigor of each approach Analyzes methodology specific multicultural issues Demonstrates the application of a wide range of research methodologies with case studies Reviews the trends and history in research for counseling psychology social work and marriage and family therapy Offers comprehensive instructor resources including manual learning activities test bank and PowerPoint slides

**Research Methods for Leisure, Recreation and Tourism, 2nd Edition** Ercan Sirakaya-Turk,Muzaffer Uysal,William E Hammitt,Jerry J Vaske,2017-04-13 Describing the fundamental elements of research methods for leisure recreation and tourism this new edition of a popular textbook is updated throughout It covers the measurement of variables sampling questionnaire design and evaluation methods and also a wider discussion of writing proposals communicating research findings cross cultural research and the use of new technologies in conducting research Written by internationally renowned researchers in an accessible style this book introduces both undergraduate and graduate students to the vital skills they will need to succeed in the leisure recreation tourism and hospitality industries

*The Practice of Research in Social Work* Rafael J. Engel,Russell K. Schutt,2005-02-15 The Practice of Research in Social Work introduces research methods as an integrated set of techniques for investigating the problems encountered in social

work This innovative text encourages students to connect technique and substance to understand research methods as an integrated whole and to appreciate the value of qualitative and quantitative alternatives The text enables students to both critically evaluate research literature and to develop the skills to engage in research and practice evaluation Each chapter shows how particular research methods have been used to investigate an interesting social work research question and content on research ethics and diversity is infused into each chapter The goal of validity is introduced early in the text and used as an integrating theme throughout the book Methods of particular concern in social work research are highlighted with chapters devoted to group survey single subject and qualitative designs The text is lively and accessible yet the coverage is thorough and up to date      The Student's Guide to Writing Dr. Puntwida L. Trezvant, 2025-04-16 The information about the book is not available at this time      *Introduction to the Library and Information Professions* Roger C. Greer, Robert J. Grover Professor Emeritus, Susan G. Fowler, 2013-06-11 This comprehensive book prepares readers for a changing profession in the library and information field presenting a holistic approach that examines theories and models and utilizes creative problem solving strategies In this rapidly changing knowledge based society library and information professionals require a broad understanding of the profession *Introduction to the Library and Information Professions* Second Edition presents a toolbox of models that enable this essential understanding for undergraduate and graduate students in library and information science programs as well as practicing professionals seeking continuing education The materials in this second edition reflect the latest trends in the library and information profession including services and issues that stem from new advances in technology The authors present big picture information that will allow readers to better plan and implement client entered services discussing topics such as the life cycle of information the role of library and information professionals as change agents models of information transfer the national information infrastructure and important trends and developments The contents provide readers with clear guidance and a carefully explained rationale for lifelong careers as information professionals      Beyond the Classroom Nanci Werner-Burke, 2014-09-19 Go beyond the walls of your classroom to build literacy and achievement In this insightful book you ll discover how you can better meet the rigorous goals of the Common Core by opening new lines of communication with colleagues parents and students Each chapter centers around an action project that was designed to help teachers improve literacy by moving beyond the typical class lessons and worksheets The projects include A book club for families of kindergarten and first grade students to help students build foundational literacy skills A book club designed to engage middle school students with young adult literature using digital forums Write with your child evenings to help parents connect with their middle school children An instructional team s challenge to use a range of mentor texts in their classrooms And much more As you read each project you ll come away with ideas and inspiration that you can apply to your own teaching By challenging yourself to connect with parents and colleagues on a deeper level you will be better able to align your work adjust for your students and achieve your teaching

goals     Teaching & Research Aptitude Solved Papers YCT Expert Team , 2023 24 NTA UGC NET JRF Teaching Research Aptitude 82 Sets     **The Outlook for Women in Social Case Work in a Medical Setting** Agnes Wilson Mitchell, Frances L. Van Schaick, Jennie Mohr, Louise Moore, Mary Elizabeth Pidgeon, Mary H. Brilla, Sylva Sternoff Beyer, Winifred Frost Kerschbaum, United States. Women's Bureau, 1951     *Reading and Writing Across Content Areas* Roberta L. Sejnost, Sharon Thiese, 2006-08-04 We often hear middle and high school teachers are frustrated because their students can't understand the textbooks or can't write effectively about their particular content This book will provide both the framework for solving this dilemma and the specific practical classroom practices that teachers can use each day to help students become more competent readers and writers Douglas Johnson Assistant Superintendent Kane County Regional Office of Education IL Every middle school and secondary teacher should have a copy of this book It not only provides the theoretical basis for each strategy but it also provides effective instructions for use of the strategies in the classroom Dorothy Giroux Program Director Initial Teacher Preparation Program School of Education Loyola University Chicago Eager for proven methods to strengthen your students content literacy Then this book is a must have for your classroom Using a step by step approach that makes the strategies easy to understand and implement the authors provide updated research based strategies that will help increase your students reading comprehension strengthen their writing skills and build vocabulary across content areas Expanded coverage of content literacy additional reading and writing strategies for exploring content and suggestions for working with struggling readers are included in this revised edition This rich resource also offers Tips for using trade books in the classroom Graphic organizers to help students recognize text structures Assessment tools Technology activities in every chapter Real classroom examples of how the strategies have been implemented More ways to evaluate the readability of textbooks Over 40 ready to use reproducibles Whether you are getting ready to begin teaching or are a veteran teacher this accessible invaluable handbook will give you the tools you need to help your students become lifelong learners     *Teaching Undergraduate Science* Linda C. Hodges, 2023-07-03 This book is written for all science or engineering faculty who have ever found themselves baffled and frustrated by their undergraduate students lack of engagement and learning The author an experienced scientist faculty member and educational consultant addresses these issues with the knowledge of faculty interests constraints and day to day concerns in mind Drawing from the research on learning she offers faculty new ways to think about the struggles their science students face She then provides a range of evidence based teaching strategies that can make the time faculty spend in the classroom more productive and satisfying Linda Hodges reviews the various learning problems endemic to teaching science explains why they are so common and persistent and presents a digest of key ideas and strategies to address them based on the research she has undertaken into the literature on the cognitive sciences and education Recognizing that faculty have different views about teaching different comfort levels with alternative teaching approaches and are often pressed for time Linda Hodges takes these constraints into account by first offering a framework

for thinking purposefully about course design and teaching choices and then providing a range of strategies to address very specific teaching barriers whether it be students motivation engagement in class ability to problem solve their reading comprehension or laboratory research or writing skills Except for the first and last chapters the other chapters in this book stand on their own i e can be read in any order and address a specific challenge students have in learning and doing science Each chapter summarizes the research explaining why students struggle and concludes by offering several teaching options categorized by how easy or difficult they are to implement Some for example can work in a large lecture class without a great expenditure of time others may require more preparation and a more adventurous approach to teaching Each strategy is accompanied by a table categorizing its likely impact how much time it will take in class or out and how difficult it will be to implement Like scientific research teaching works best when faculty start with a goal in mind plan an approach building on the literature use well tested methodologies and analyze results for future trials Linda Hodges message is that with such intentional thought and a bit of effort faculty can succeed in helping many more students gain exciting new skills and abilities whether those students are potential scientists or physicians or entrepreneurs Her book serves as a mini compendium of current research as well as a protocol manual a readily accessible guide to the literature the best practices known to date and a framework for thinking about teaching

**Learning to Research and Researching to Learn** Annette Hilton, Geoff Hilton, 2020-04-06 Learning to Research and Researching to Learn is an essential introduction to developing research skills and conducting practitioner research in the field of education

*Information Literacy Instruction Handbook* Christopher N. Cox, Elizabeth Blakesley, 2008 Practical Pedagogy

**Human Factors and Ergonomics in Practice** Steven Shorrock, Claire Williams, 2016-11-18 This edited book concerns the real practice of human factors and ergonomics HF E conveying the perspectives and experiences of practitioners and other stakeholders in a variety of industrial sectors organisational settings and working contexts The book blends literature on the nature of practice with diverse and eclectic reflections from experience in a range of contexts from healthcare to agriculture It explores what helps and what hinders the achievement of the core goals of HF E improved system performance and human wellbeing The book should be of interest to current HF E practitioners future HF E practitioners allied practitioners HF E advocates and ambassadors researchers policy makers and regulators and clients of HF E services and products

Practical Ideas for Teaching Writing as a Process Carol B. Olson, 1996-02 Contains a collection of specific classroom strategies suggestions for teaching writing to elementary school students according to an eight stage process Specific techniques for teaching each stage of the writing process descriptions of proven approaches for using these techniques are also included A wonderful resource a labor of love from a large talented group of educators Had its beginnings in the California Writing Project at the Univ of California Irvine Best Seller Illustrated

*The English Teacher's Survival Guide* Mary Lou Brandvik, Katherine S. McKnight, 2011-01-21 Problem solving techniques for all aspects of the English teacher s job This unique time saving book is packed with tested techniques and materials to

assist new and experienced English teachers with virtually every phase of their job from lesson planning to effective discipline techniques The book includes 175 easy to understand strategies lessons checklists and forms for effective classroom management and over 50 reproducible samples teachers can adopt immediately for planning evaluation or assignments It is filled with creative and functional ideas for reading response activities writing assignments group and individual projects and speeches Offers instructions for creating and implementing an effective classroom wide behavior management program Shows how to practice the art of teaching English effectively and reduce time on labor intensive tasks Reveals how to work effectively with parents colleagues substitute teachers administrators and community resources The second edition includes coverage of technology in the classroom advice for working with reluctant readers a wealth of sample teaching units and more



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