

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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William Coyle



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US Army Field Artillery School Guide for Writers of Military History, 1983

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Table of Contents What Is A Formal Outline For Research Paper

1. Understanding the eBook What Is A Formal Outline For Research Paper
 - The Rise of Digital Reading What Is A Formal Outline For Research Paper
 - Advantages of eBooks Over Traditional Books
2. Identifying What Is A Formal Outline For Research Paper
 - 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 What Is A Formal Outline For Research Paper
 - User-Friendly Interface
4. Exploring eBook Recommendations from What Is A Formal Outline For Research Paper
 - Personalized Recommendations
 - What Is A Formal Outline For Research Paper User Reviews and Ratings
 - What Is A Formal Outline For Research Paper and Bestseller Lists
5. Accessing What Is A Formal Outline For Research Paper Free and Paid eBooks
 - What Is A Formal Outline For Research Paper Public Domain eBooks
 - What Is A Formal Outline For Research Paper eBook Subscription Services
 - What Is A Formal Outline For Research Paper Budget-Friendly Options
6. Navigating What Is A Formal Outline For Research Paper eBook Formats
 - ePub, PDF, MOBI, and More
 - What Is A Formal Outline For Research Paper Compatibility with Devices
 - What Is A Formal Outline For Research Paper Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of What Is A Formal Outline For Research Paper
 - Highlighting and Note-Taking What Is A Formal Outline For Research Paper
 - Interactive Elements What Is A Formal Outline For Research Paper

8. Staying Engaged with What Is A Formal Outline For Research Paper
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers What Is A Formal Outline For Research Paper
9. Balancing eBooks and Physical Books What Is A Formal Outline For Research Paper
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection What Is A Formal Outline For Research Paper
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine What Is A Formal Outline For Research Paper
 - Setting Reading Goals What Is A Formal Outline For Research Paper
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of What Is A Formal Outline For Research Paper
 - Fact-Checking eBook Content of What Is A Formal Outline For Research Paper
 - 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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