**Paper Title (no questions…)**

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 **topic : position/comment**

**For** [**APA**](https://owl.english.purdue.edu/owl/resource/560/01/) **include a** **Title page and Abstract (a one paragraph summary of the paper) on a separate page before main body of paper. See** [**MS APA**](http://www.classfolios.org/learningresource/APAtemplateMS.docx) **for full APA format.**

**I.  INTRODUCTORY SECTION – Start with Title at the top:**

**Paragraph 1: (Just write or type notes below that will guide the paper.)**

* **Introduce the topic/issue:**
* **Brief background of topic *or why* it is interesting/important...**
* **Example to illustrate topic**

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* **Thesis sentence underlined ( e.g. Although the Nazi’s tried to destroy evidence, the surviving records prove they did the crimes against humanity they have been accused of.) (TOPIC=)NAZIS (POSITION=)COMMITTED CRIMES AGAINST HUMANITY (REASONING=)AS THEIR RECORD SHOW, (COUNTER ARGUMENT=) ALTHOUGH THEY TRIED TO DESTROY EVIDENCE. Topic+position+main reasoning+opposing view**

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**Paragraph 2**

* **Define by dictionary any key terms and cite the reference source--*Which are terms/ideas especially IN the title/thesis and any other important ones.***
* **Explain in your own words, the Idea/terms as used in paper topic--cite as needed.**

**II. BODY SECTION: presents the core of the thesis, the reasoning and evidence (intro. and end-cite each source as it is used).**

* **1st** **paragraph in body section: Explains topic/issue in more depth than in intro.**
	+ - **Presents 1st clear reason that supports thesis**
		- **Use signal phrase [**[**Signal phrases handout**](file://psf/Home/Documents/classfolios.org/learningresource/signal_phrases.pdf)**] to introduce ALL cited**
			* **evidence to support reasoning**
		- **Personal commentary as needed to interpret and make connections that create unity**
* **2nd paragraph in body section. Use signal phrase [**[**Signal phrases handout**](file://psf/Home/Documents/classfolios.org/learningresource/signal_phrases.pdf)**] to introduce ALL cited evidence to support reasoning**
	+ **Statement of 2nd main point that supports the thesis,**
	+ **reasoning**
	+ **evidence, etc.**
* **3rd paragraph in body section. Use signal phrase [**[**Signal phrases handout**](file://psf/Home/Documents/classfolios.org/learningresource/signal_phrases.pdf)**] to introduce ALL cited evidence to support reasoning**
	+ **Statement of 2nd main point that supports the thesis,**
	+ **reason:**
	+ **evidence:**
* **As needed, any other paragraphs in body section supports the thesis,**
	+ **reason:**
	+ **evidence:**
* **LAST paragraph in body section (ANY key opposing points/evidence and why they don't stand up to the thesis)**
	+ **Personal commentary as needed to interpret and make connections to conclusion.**

**III. CONCLUSION SECTION: sums up the findings that prove the thesis** **(In Final 2-3 paragraphs-- with sources cited)**

* **Restate, summarize key thesis points,**
	+ **reasoning:**
	+ **evidence:**
* **Refer to opening points or examples to close the "circle" of writing**
* **Include personal comment that wraps up the thesis and writer's thinking**
* **End with a brief remedy, next "step" or "take-away" regarding the issues in the thesis**

**ON SEPARATE PAGE**

**Section IV. LIST OF SOURCES USED IN PAPER as Works Cited (MLA) or for APA: References**

**(FYI:** [**EasyBib-citation maker**](http://www.easybib.com/) **to see how MLA entry should look) [**[**Bibme**](http://www.bibme.org/) **for APA** **&** [**APA**](https://owl.english.purdue.edu/owl/resource/560/01/) **OWL guide] On a separate page, headed WORKS CITED, an MLA listing of the 3-5 sources *actually appearing* in paper [list of sources in APA is called References.] Each source can be used more than once in the paper, but needs only one listing in the Works Cited. The Works Cited listing DOES NOT number the entries, but is *in alphabetical order by Author or info.*** ***required by guides.***