

About One-Third Down, Type the Clever Title, Centered,  
Using Times New Roman 12 Point Font, Double-Spaced

Write Student Name Two Spaces Under the Title

Three Lines from the Bottom of the Page, Type Teacher's Name

On the Next Line, Type the Class Title

On the Bottom Line, Type Day Month and Year Assignment is Due (Auto Format)

When a paper has a cover page, start the paper on the first line of the next page. Make sure the entire document uses correct paragraph TAB to indent (5 spaces), Times New Roman 12 point font, and double-spacing. The introductory paragraph introduces the topic. The first sentence grabs the audience's attention and sets the tone for the paper. The following sentences introduce the main points of the body paragraphs. At the end of the first paragraph, state the thesis. The thesis statement is the essential question only not in the form of a question.

Use a transition sentence to lead into the second paragraph, where sub-topics are explored and developed in depth. Include a topic sentence presenting the first main point used to support the thesis statement. Remember, when using quotations, cite them correctly, "Here is a quotation" (Wheeler 102). Note that the period goes after the citation, not in the quotation marks themselves. There is no comma between the author's last name and the page number. Now, explain how this quotation proves or supports the thesis statement.

Next, transition into the second main point. Include a topic sentence. Explore the example by using reputable sources. Remember: only sources cited in the paper itself should appear on the Works Cited page at the end. The first word of the Works Cited entry goes in the parentheses and is followed by the page on which the information appears. Note that websites often do not include page numbers. In that case, simply put the first word of the source in the parentheses (Wheeler). Even if a direct quotation is not used and the writer has paraphrased the point, the information still must be cited at the end of the sentence. Claiming an idea as one's own is plagiarism, too. After an

explanation is given regarding how this example supports the thesis statement, start the next paragraph.

In this paragraph, transition into the third main point. Format this the same as the previous two paragraphs. If more than three main points are explored, feel free to add necessary paragraphs. Keep in mind, however, that the written component may not exceed two pages. In the paper, avoid contractions, slang, and forms of the verb “to be.” In addition, formal papers use 3<sup>rd</sup> person, omitting any “you, I, we, my, our, your, etc.” unless it is in a direct quotation. Be concise in conveying the message. Finally, transition into the conclusion.

The conclusion is essentially the reverse of the introductory paragraph. Start by restating the thesis statement in different words. Briefly review the sub-topics discussed in the body paragraphs. End with a final, closing thought which leaves the reader with something to contemplate or a call to action, relating to the capture sentence to bring the paper full circle.

## Works Cited

Double space the entire Works Cited document and use Times New Roman 12 point font.

There are no extra spaces between entries.

Last name, First name. Title of Book. (or *Title of Book*). Place of Publication:

Publisher, Year of Publication.

Last name, First name and Second First name, Second Last name. Title of Book. (or *Title of Book*). Place of Publication: Publisher, Year of Publication.

Make sure the top right hand corner of the Works Cited page includes the last name of the person writing the paper and the page number.

Note that the only listing on this page should be an interview from Elizabeth Wheeler.

Remember, only sources used in the paper should be cited on this page.

Questions? Check out Purdue University's Free Online Writing Lab:

<http://www.owl.english.purdue.edu>.

Wheeler, Elizabeth. Educator. Interview. Newark Community High School District

#18. Newark, IL. 15 September 2010.